

# **Return to Research on Campus Plan – The College of Staten Island**

## **I. Introduction and Guiding Principles**

The SARS-CoV-2 pandemic has had a profound influence over all spheres of human activity on Staten Island as it has throughout New York and around the world. The Covid-19 virus has resulted in the deaths of members of our community, has sickened or debilitated others, and continues to threaten our physical, emotional and economic health and well-being. Unfortunately, it appears likely that we will continue to be faced with many of these challenges until a vaccine or effective therapies are developed. In spite of this circumstance, we cannot afford to surrender to this virus or any other affliction the essential benefits that Higher Education brings to our society and to our civilization, namely the discovery and propagation of new knowledge. On the scale of centuries, it is new knowledge that keeps human beings safe and that affords us health, wellness and prosperity.

At the College of Staten Island, we do our part to advance human, societal and environmental well-being through research and scholarship. Although these research and scholarship activities have been disrupted over the past four months, they have not ceased. Our students, staff and faculty have adapted to the realities of the pandemic by shifting to distance learning, by refocusing our efforts toward research activities that can be conducted from the relative safety of our homes, and by changing priorities in favor of updating and sharing acquired knowledge. In doing so, we have postponed sometimes critical investigations and observations in the interests of ensuring the health, safety, and well being of our community.

With the gradual re-opening of New York State we are at a point where we can resume some of those urgent research activities. Our challenge is to adapt once again and resume on-campus research and scholarship activities in a manner that protects the health and safety of our research personnel, the essential campus personnel who facilitate our activities, and the people in the community in which we live. This document is our response to this challenge.

In May 2020, CSI Provost Michael Parrish established a committee of stake holders to develop and make recommendations as to the policies and procedures CSI should implement and follow in the phased Return to Research on Campus (RRoC). The charge to the committee prioritized the safety of faculty, staff, students and public health, and compliance with all State, City, and CUNY guidelines. The reopening plan presented here is a product of the deliberations of the committee that took place during several virtual meetings held in May and June of 2020.

Members of the CSI RRoC Committee are:

Zaghloul Ahmed, Professor of Neuroscience  
Cesar Arenas-Mena, Associate Professor of Biology  
Hope Berte, VP for Campus Planning, Facilities Management and Operations  
Thomas Brown, Chief College Lab Technician  
Michael Cavagnero, Dean for Science & Technology (Chair)  
Katie Cumiskey, Professor of Psychology  
Mark Feuer, Professor of Electrical Engineering  
Alan Lyons, Professor of Chemistry

Dan McCloskey, Associate Professor of Psychology, Animal Facility (ex officio)  
Mel Pipe, Associate Provost (ex officio)  
James Saccardo, Environmental Health and Safety Officer  
Amy Stempler, Associate Dean and Chief Librarian  
Sarolta Takacs, Dean of Humanities and Social Sciences

CSI's plan for the phased restart of research and scholarship on campus is tailored to the unique features of our campus infrastructure, our research programs and scholarly activities, and to the resources available for protecting the health and safety of all those on campus and the community at large. The plan incorporates guidance, policies, regulations and recommended best practices for Higher Education provided by [CUNY](#), [New York State](#), the [CDC](#), and [OSHA](#) and the information available on their respective websites (<https://www.osha.gov/SLTC/covid-19/>, <https://www.cdc.gov/coronavirus/2019-ncov/index.html>, <https://coronavirus.health.ny.gov/home>)

This plan complies with state guidelines by utilizing

- social distancing,
- restricted campus and building access,
- occupancy limits,
- staggered work schedules,
- protective equipment, and
- established cleaning and disinfecting protocols.

The Committee was guided by the following principles:

1. Student, staff, faculty, and community safety and health are our first priority.
2. All research activities that can be conducted remotely, must be conducted remotely.
3. Phased return to research must be gradual, anticipated, and based on monitoring of local health and safety.
4. Time-sensitive and high priority research that can be conducted with minimal personnel on site must be identified and prioritized for each progressive reopening stage.
5. All policy decisions, including prioritization of research activities, must be conducted in an equitable, fair and transparent manner.
6. No one should feel coerced or pressured to return to work.

In addition, this Plan prioritizes the needs of first responders, contract tracers, and our local community in the event of an outbreak, and is manageable and sustainable within the constraints of available or attainable resources.

CSI will screen personnel reporting to our campus for Covid-19 symptoms or probable contact. If, at any stage, there is reason to suspect increased risk to community safety or health, CSI will revert to an earlier stage, or make specific, localized adjustments to reduce further risk.

This plan will be updated as necessary to accommodate changes in any CUNY, State, City, and/or Federal regulations and guidelines, to adapt to local variations in Covid-19 infection rates, or to address changing College resources relevant to its implementation. Changes to this plan will

be shared with the CSI community using the mechanisms described in Section III.A and will be communicated to the CUNY Office of Research.

Hope Berte, Vice President for Campus Planning, Facilities Management and Operations, will act as the Coronavirus Campus Coordinator, with responsibility to serve as the campus safety monitor and to ensure continuous compliance with all aspects of this plan.

## **II. Plan Components: Overview**

There are six key components to our reopening plan: Communication, Prioritization, Site Safety Planning, Approval, Authorization and Management. These six components are interdependent and dynamic, and were designed for flexibility in the face of a pandemic whose long-term course remains undetermined, and in the face of a fiscal crisis of unknown duration and severity.

This section provides brief descriptions of each of these components while noting their interrelationships. Section III provides more detailed implementation plans for each component, along with clear instructions to stakeholders seeking access to campus facilities to conduct research and scholarship.

### **II.A. Communication**

Essential to the successful implementation of this reopening plan are robust communication channels that bridge all levels of the campus community from the administration to faculty, staff, students and campus visitors. The imperative of ensuring health and safety of the workforce, and of the local population, demands multiple redundant communication channels to achieve saturation of knowledge penetration into all relevant campus communities. Our communication plan serves to articulate the expectations and requirements for the conduct of safe campus activities, but also serves to educate our workforce on best practices in combating the spread of viral infection. It also provides mechanisms for reporting symptoms of illness, as well as for reporting problems, violations of regulations, and deviations from approved practices.

### **II.B. Prioritization**

CUNY has identified classes of research projects to be prioritized in each Stage of the phased restart of campus research. However, we anticipate that CSI campus infrastructure, services and resources may not be adequate to accommodate all projects consistent with the CUNY classification. Accordingly, additional prioritization may be required. The RRoC Committee recommends two mechanisms for prioritization in a fair, equitable and transparent manner. These mechanisms are described in Section IIIB.

### **II.C. Site Safety Planning**

Each Primary Investigator or Facility Manager needing to access or provide access to campus facilities for the conduct of research must develop a Site Safety Plan (SSP) for facilities, personnel and operations that meets or exceeds CUNY, City, State and Federal requirements for the safe conduct of research in the time of Covid in their area(s) of research activity, as detailed in this CSI RRoC Plan. These requirements are likely to

change over the course of the pandemic, so Investigators will need to amend SSPs as necessary. The onus is on the Primary Investigator or Facility Manager to demonstrate that their program of research can be conducted safely within existing campus facilities and with available or attainable resources.

## **II.D. Approval**

Each SSP must be approved before researchers seek authorization to restart campus research. SSPs will be reviewed by the RRoC Committee for completeness and compliance with all CUNY, City, State and Federal requirements. Any shortcomings identified will be corrected prior to requesting approval of the Administration. Interactions between researchers and the RRoC Committee will help to clarify and expedite the planning process, educate PIs on health and safety issues, requirements and best practices, and facilitate the communication of rules and expectations. Once a restart plan has met all requirements, the Primary Investigator or Facility Manager must attest to having read and understood State-issued guidelines and promised to implement them. The SSP must then be approved by the College Administration.

Note that CUNY Policy regards State issued Covid-*guidelines* to be *minimum requirements* for the conduct of research on campus in the time of Covid.

## **II.E. Authorization**

**Approval** of a SSP certifies that it has met or exceeded established health and safety requirements. **Actual campus access** requires an additional step to ensure the availability of protective equipment and cleaning supplies, to regulate the flow of people to and from various campus facilities, and to ensure the health and safety of campus essential workers. Only Campus Planning and Facilities Management may authorize campus access, and they will do so only after approval of the SSP, and, to the extent possible, in accord with priorities established by the mechanisms described in **Section III.B.**

In addition to the SSP, each Primary Investigator or Facility Manager will be required to submit weekly schedules to Campus Planning and Facilities Management for all research personnel accessing campus facilities. All personnel must satisfactorily complete a daily online health screening questionnaire prior to being admitted to campus. Public Safety will maintain a daily log of visitors, campus destinations, arrival and departure times, and contact information in case of need for contact tracing. Careful scheduling will be required to facilitate cleaning and disinfecting between shifts and to minimize human density in campus facilities, thereby enabling social distancing and reducing the strain on campus resources. Facilities Management therefore reserves the right to deny entry to individuals, even if they are scheduled by the Primary Investigator or Facility Manager and satisfy the screening criteria.

## II.F. Management

Maintaining a safe working environment for all employees will require mechanisms for screening employees and visitors, for supervising campus activity, for monitoring compliance, for regulating access and egress, and for responding to detected or suspected viral infection. It will also require the careful management of resources, such as protective equipment, cleaning/disinfecting supplies, and restroom facilities. These functions are beyond the purview of individual researchers and scholars and are the responsibility of campus management professionals.

Together, these six components of the CSI reopening plan

- facilitate the conduct of research in accordance with existing regulations,
- assign responsibilities for conduct and compliance to specific parties, and
- promote the use of safe practices through communication, training, and careful planning, all of which will be necessary to sustain this effort.

## III. Implementation Plans

Implementation plans for each of the six components described above have been designed to satisfy the minimum requirements provided by the [Interim COVID-19 Guidance for Higher Education Research](#) as well as the mandatory requirements identified in the [NY State Higher Education Research Guidelines for Employers and Employees](#). Recommended Best Practices identified in the latter document have also been considered and incorporated in this RRoC Plan as appropriate. Details of these implantation plans are provided in this section.

### III.A. Communication

Information regarding State, City, CUNY and CSI requirements, guidelines, and approved plans for increasing on-campus research activities will be shared with the College community via [CSI website](#), by email, and by Town Hall. This information will include (but is not limited to):

1. State-issued documents such as the [Interim Guidance for Higher Education Research during the Covid-19 Public Health Emergency](#),
2. Covid-19 related training options and availability,
3. Best practices for maintaining health and safety,
4. Links for reporting unsafe practices,
5. Updates and directives in case of personnel who test positive for Covid-19
6. CSI's plan for a phased return of research on campus (this document, including updates), which contains stage-specific occupancy limits, procedures for requesting access to campus, policies for prioritization of research activities, and details of the authorization process to commence campus research.

Additional communication channels for personnel returning to campus include:

- Clear and prominent signs that remind personnel to adhere to physical distancing instructions, including covering their mouth and nose with an appropriate face covering, especially when a social distance of six feet cannot be maintained. It should also indicate

- appropriate respiratory hygiene and cough etiquette.
- Signage which reminds personnel to follow hand hygiene and cleaning and disinfecting guidelines, and indicates the appropriate use and storage of protective equipment and where to discard it.
- Signage which provides an email address to report symptoms or exposure to Covid-19.
- Clear and prominent signs providing links to this CSI RRoC plan.
- Whistleblower and complaint mechanisms for reporting unsafe practices and non-compliance with approved protocols.
- Approved Site Safety Plans posted in each lab indicating the number of people who can occupy that space at any one time, the work area to be occupied by each person (in shared workspaces), protective equipment requirements for occupants of that workspace, and appropriate cleaning and disinfecting protocols.

Note that signs will be posted in all laboratories, corridors, restrooms, offices and gathering places on campus, as appropriate. Posting signage at worksites is the responsibility of Primary Investigators/Facility Managers; strategic posting elsewhere on campus is the responsibility of Facilities Management.

### **III.B. Prioritization**

Current guidance from the CUNY Office of Research defines the following priorities at each of the four stages of reopening.

#### **Stage 1 - Essential.**

Status: Ongoing

Capacity: Up to 10%

Priorities:

- Essential, approved activities (e.g., Covid-19)
- Plan/prepare for Stage 2

#### **Stage 2 – Time Sensitive**

Status: Pending Approval

Capacity: Up to 50%

Priorities:

- Externally funded and deadline-driven work
- Research by graduate students who are near degree completion
- Untenured faculty research
- Research requiring season-specific sample collections

#### **Stage 3 – Expanded Access**

Status: To be determined.

Capacity: Up to 85%

Priorities

- Tenured associate and full professors
- Graduate students
- Postdoctoral research associates

#### **Stage 4 – Undergraduate Access**

Status: To be determined.

Capacity: 100%

Priorities:

- Undergraduate students

Primary Investigators who fall within the priority categories for the current stage will be invited to submit SSP plans to the RRoC Committee. Solicitations inviting submissions will clearly communicate established CUNY priorities, the requirements for ensuring health and safety in a research environment, the limitations of CSI infrastructure, services and resources, as well as the tolerable capacity of each campus facility. The RRoC Committee will review SSPs from Primary Investigators/Facility Managers during each Stage of the restart process. Information supplied in the applicant's SSP cover sheet will be used to confirm that the applicant meets the priority category of the current Stage.

In the event that more SSP plans meet the criteria for approval than can be implemented due to campus resources (staffing and cleaning), or capacity limitations, Departments and Centers will be encouraged to work together to identify specially meritorious or urgent projects that can be conducted safely within the constraints. Departments and Centers should also encourage campus researchers to leverage all times when the building is available (e.g. nights and weekends) to maximize participation while minimizing occupancy density. Schedule restrictions due to the availability of campus essential personnel should be expected in the early stages of reopening. This preliminary step of "self-organization" of the CSI research community should help to minimize competition for scarce campus resources. If there is additional need for prioritization, the RRoC will be asked to make recommendations to the Provost who, in consultation with the Department Chairs and Deans will be responsible for the final approval.

#### **III.C. Site Safety Planning**

To facilitate safety planning for individual research spaces, the RRoC Committee has developed a template for Primary Investigators and Facility Managers (online, via BlackBoard). The template ensures that each Site Safety Plan (SSP) addresses and satisfies NY State Research Guidelines. The current form of the online template is tailored to the needs of researchers planning for re-entry in Stage 2 of the CUNY phased re-entry guidelines. The template will be modified for each successive stage of re-entry.

Sections of the SSP template pertain to Facilities, Personnel, and Operations as follows:

Facilities requirements of the SSP include:

1. A floor plan of the work location, illustrating allowed worksites, the required spatial distancing of personnel, key equipment, points of access and egress, and location of floor markings and/or appropriate signage (Facilities Management can provide architectural drawings).
2. Modifications and/or restrictions of use of workstations so that researchers remain at least six feet apart in all directions. It is the responsibility of the Primary Investigator/Facility Manager to ensure that six foot circles are prominently marked around all workstations and other common stationary work areas.

3. Signage consistent with Department of Health Covid-19 recommendations. Signage at the workstation is the responsibility of the Primary Investigator/Facility Manager. (Signage external to the workstation is the responsibility of Facilities Management.) The content of signs to be posted at the worksite is described in Section III.A.
4. An evaluation of the maximum occupancy of each space permitted in order to inhibit the spread of the coronavirus (as determined by Campus Planning). This is not to exceed 50% of the maximum occupancy for a particular area as set by the certificate of occupancy. The readjusted maximum occupancy during each stage of reopening must be posted at the entrance of each research space/room.
5. Whenever specialized equipment can be converted to operate remotely, such conversion is required.
6. A list of any shared equipment. The sharing of equipment and workspaces should be minimized to the full extent possible, and protocols for cleaning the shared equipment or workspace before and after each use posted.
7. Small spaces within research areas must be identified in the SSP. If multiple occupancy is strictly necessary, face coverings will be worn by all parties. Confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings and eye protection. If occupied by more than one person, occupancy will not exceed 50% of maximum capacity.
8. An accounting of the types and quantities of required protective equipment and cleaning/disinfecting supplies, specifying whether these will be provided by the Primary Investigator/Facility Manager or by the College.
9. An accounting of the facilities available for maintaining hand hygiene while at the worksite and an explanation of how researchers can access these facilities (whether in the research space, or external to it)

Personnel requirements include:

10. A list of personnel deemed essential to the conduct of the research and a summary of their essential on-site functions. Functions that can be performed off campus must be performed off campus. Campus access is limited to personnel whose presence is necessary to perform essential research functions.
11. A list of any recurrent visitors, their contact information, and an explanation of why they are essential to the conduct of research. Non-essential visitors are prohibited. Essential visitors are subject to the same rules of conduct, training, scheduling and reporting as are employees. Equivalent information for one-time or occasional visitors is not reported in the SSP, but must be provided on the weekly scheduling form filed with Public Safety.
12. SSPs will only be approved if researchers are on-site for the minimum time possible and work remotely for all tasks that can be conducted remotely.
13. All researchers working in labs with chemicals must hold a valid C-14 certification while building occupancy is limited.
14. Alternatives to on-campus research will be actively promoted by communication with the CSI community, and SSPs will not be approved unless all off-campus options are clearly ruled out.
15. Primary Investigators/Facility Managers will construct weekly work schedules from Sunday to Saturday and submit it to Campus Safety and Facilities Management by noon on the Wednesday prior to the following work week. Campus Safety and Facilities Management will review schedules, which will be approved or rejected no later than the Friday before the scheduled week. Work schedules should be staggered to maximize



- social distancing.
16. If scheduling conflicts arise, SSPs may need to be revised to alter workstation locations and/or desk allocations to accommodate need.
  17. Food services of any type will not be available on campus in Stage 2. Primary Investigators or Facility Managers should ensure that meals are taken out of doors or off campus.
  18. Procedures for pickups and deliveries, including designated areas and means of limiting contact.

Operations requirements of the SSP include:

19. Procedures for ensuring required social distancing. The Primary Investigator/Facility Manager must ensure that a distance of at least six feet is maintained between individuals at all times, unless safety or the core activity requires a shorter distance. Any time individuals must come within six feet of another person, acceptable face coverings must be worn. Individuals must be prepared to don a face covering if another person unexpectedly comes within six feet. The wearing of face coverings is required whenever a researcher steps away from their workstation. In-person gatherings should be limited as much as possible in favor of web-conferencing. Essential in-person gatherings and meetings should be held in open, well-ventilated spaces with appropriate social distancing among participants.
20. Procedures for utilizing and cleaning required and appropriate protective equipment must comply with CDC guidance.
21. Procedures for safely utilizing shared equipment.
22. Practices for promoting hand hygiene, such as glove wearing, hand washing and use of hand sanitizer.
23. Training personnel on use of protective equipment, as well as on physical distancing, reporting, and other required safety practices.
24. Cleaning requirements and protocols, particularly for high-touch surfaces such as instrument controls, drawer and door handles, samples, etc.. Cleaning is required at beginning and at the end of each work shift, and more frequently if necessary.
25. Provisions to maintain a log of every person, including employees and visitors, who have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate protective equipment or through contactless means. This log, along with the campus admission log maintained by Public Safety, will allow contacts to be identified, traced and notified in the event an employee or visitor is diagnosed with Covid-19.
26. Procedures to follow in the event that a researcher or visitor develops symptoms of Covid-19, including reporting, cleaning and disinfecting the workplace, and assisting HR and Public Safety with tracking and contact tracing.
27. CSI may allow research activities involving human subjects research (HSR) where risk can be mitigated, and research subjects can wear proper PPE and follow social distancing guidance. Human research subjects will be considered when calculating facility capacity and they must abide by all distancing, PPE and other requirements for personnel in this document. Any modifications to protocols for research involving human subjects require IRB approval. Primary Investigators or Facility Directors involved in research with human subjects should consult [updated CUNY guidance](#) concerning HSR prioritization, as well as the storage of personal health information and data use agreements.

### **III.D. Approval**

Once the RRoC verifies that a SSP has satisfied all requirements, approval of the department Chairperson, Dean and Provost is required prior to seeking authorization to enter campus.

### **III.E. Authorization**

Individual researchers and essential visitors require authorization to return to campus to conduct research activities.

Primary Investigators or Facilities Managers with an approved SSP request authorization by submitting a weekly schedule to Campus Planning and Facilities Management. The schedule must include the names of all researchers and essential visitors and must be submitted by noon on the Wednesday prior to the start of the work week. In constructing these schedules, the number of individuals needed to be at the location at a given time must be minimized. For example, for activities that require only one individual to complete the activity safely, only one individual should be scheduled.

Authorization requires:

1. An approved Site Safety Plan filed by the Primary Investigator or Facility Manager
2. Prioritization consistent with CUNY guidance and campus priorities (see **Section III.B**)
3. Advanced scheduling of all campus visits by each researcher or essential visitor
4. Satisfactory prior online screening of each researcher or essential visitor
5. Facility readiness, including all items specified in Sections III.C and III.F of this document
6. Workplace/building capacity within Covid-modified occupancy limits
7. Availability of protective equipment and cleaning/disinfecting supplies

Only Campus Planning and Facilities Management may authorize campus access.

It is expected that Facilities Management will phase-in reopening activities so as to allow operational issues to be resolved before research activities approach established capacity levels. Facilities Management retains the right to limit the number of employees, visitors, and to restrict workhours when first reopening. This is necessary to protect the health and safety of essential campus workers.

### **III.F. Management**

This section pertains to those health and safety concerns that lie beyond the scope, means and/or training of the Primary Investigators or Facilities Managers, and so are not addressed within the SSP plans described in Section III.B. Campus management professionals bear primary responsibility for these concerns, except where noted to the contrary.

#### **III.F.1. Physical Distancing**

Campus access for the purposes of research is restricted to personnel deemed essential to the conduct of approved and authorized SSPs. Furthermore, only those research activities that require use of campus facilities will be approved. All research activities that can be done remotely, will be done remotely, including meetings and conferences.

Access of all research personnel to the CSI campus must be scheduled. Each Primary Investigator or Facility Manager must provide a weekly schedule of research staff to Campus Planning and Facilities Management. This information will be logged by Public Safety. Access to campus is permitted only through the main gate on Victory Boulevard and researchers, visitors, delivery personnel, and, if relevant, human research subjects, will only be admitted for scheduled activities. Scheduling campus access for research personnel enables Facilities Management to ensure that facilities operate within occupancy limits and resource capacity. In particular, Facilities Management will not permit occupancy of designated research spaces to exceed the 50% occupancy limit required by State.

All CSI Employees must take the New York State *COVID-19 Response: Return to work training* via Blackboard. At the end of the training video click acknowledgment which indicates that you have completed the training.

Blackboard training instructions can be found at:

<https://www2.cuny.edu/about/administration/offices/cis/core-functions/cuny-blackboard/>

(Please note, **completing this training does not mean that you are authorized to return to work on campus**; however, employees who are authorized are required to watch the training video before returning to work onsite. Employees who continue to work remotely are not required to watch the training video at this time. If you have any questions, please do not hesitate to contact Human Resources via email at [HumanResources@csi.cuny.edu](mailto:HumanResources@csi.cuny.edu)).

Additionally, all research personnel, including visitors, must take basic Covid-19 training via the CITI program or an approved alternative prior to coming to campus. CITI training is free and available [here](#). Certificates indicating completion of the training should be kept on file by the Primary Investigator or Facility Manager. The weekly schedule submitted should indicate, for each individual, whether a certificate of completion is on file.

Each campus building housing active research operations has unique rules for access and egress, for foot traffic through corridors, stairwells, and common spaces, and for access to public restrooms and handwashing stations in order to minimize interactions. Prominent signage will assist in directing foot traffic within research facilities. Rooms and common areas posing significant risk will be closed, including auditoriums and seminar rooms. Non-essential amenities will be closed. Elevator use will be restricted to single occupancy.

Employees who express concerns that they: (1) are at a high risk for developing

severe symptoms if infected, (2) share their homes with vulnerable persons, or (3) must take public transportation to work, will be encouraged to remain at home until later Stages of this reopening plan.

There are two controls of campus occupancy levels. Facilities Management and Public Safety will regulate the number of people admitted to each campus building at any one time. Once researchers arrive at their workspace, responsibility shifts to the Primary Investigator or Facility Manager, who must ensure that personnel under their supervision understand, respect, and abide by the distancing, hygiene, and cleaning protocols specified in their SSP and have taken the CITI Covid training.

### **III.F.2. Protective Equipment**

An appropriate covering of the mouth and nose is required for admission to campus. Scheduled employees and visitors who arrive at the main gate without such a covering will receive a disposable mask from the gate attendant at no cost. Primary Investigators are responsible for providing additional face coverings to all researchers under their supervision, once those researchers arrive at their workstations. Facilities Management can assist Primary Investigators with procuring adequate supplies.

For admission to campus, acceptable face coverings include but are not limited to cloth, surgical masks, and/or face shields, whether provided by CSI or brought from home. Acceptable workstation face coverings may require a higher degree of protection depending on the nature of the work. It is the responsibility of the Primary Investigator or Facility Manager to ensure that researchers are equipped with appropriate face coverings (including replacement coverings) while at their workstations and trained in their proper use and disposal.

Sharing of face coverings is prohibited. Proper cleaning, timely replacement and proper disposal of appropriate face coverings at each workstation is the responsibility of the Primary Investigator or Facility Manager. Detailed plans for this provision are required in each SSP.

### **III.F.3. Hygiene, Cleaning and Disinfecting**

High-touch surfaces, such as elevator buttons and door handles, common areas and restrooms will be cleaned by CSI custodial staff regularly, according to requirements from the CDC and Department of Health. Cleaning will be logged by the custodial staff. Cleaning and disinfecting of designated workstations in laboratories or offices, and keeping logs of these activities, are the responsibility of the Primary Investigator or Facility Manager, and appropriate procedures must be described within each SSP.

Hand hygiene stations and public washrooms are available in each facility used to conduct research. Each such station is equipped with soap, running warm water, and disposable paper towels. An alcohol-based hand sanitizer containing 60% or more alcohol must be provided for areas where handwashing is not available or practical.

In the event that a campus researcher is confirmed to have Covid-19, Facilities Management will determine whether and how much of the facility requires closure and for what duration, in compliance with CDC and OSHA regulations. CSI custodial staff will then be directed to clean and disinfect exposed common areas, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces (e.g. elevators, facility entrances, badge scanners, restroom handrails, and door handles). Cleaning and disinfecting the workspace, including specialized research equipment, is the responsibility of the Primary Investigator or Facility Manager.

#### **III.F.4. Communication**

Signage will be prominently posted in all campus buildings hosting research activities to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of protective equipment, and cleaning and disinfecting protocols.

Each laboratory or facility SSP will be conspicuously posted on-site.

As with all research personnel, essential visitors (including delivery personnel and human subjects, if appropriate) must be scheduled in advance of the visit.

#### **III.F.5. Screening, Tracking, Tracing and Reporting**

All research personnel and visitors must be screened prior to entering campus. CSI is requiring that all state employees submit an online health questionnaire every day within one hour of entering the CSI campus. For CSI employees, the questionnaire will be available via an online form (link will be provided after access is approved). Primary Investigators or Facility Managers should send the questionnaire to visitors by email. The questionnaire will be periodically updated to reflect the latest CDC guidance.

The screening questionnaire seeks to identify individuals who

- Have a temperature greater than 100.0 degrees Fahrenheit
- are experiencing symptoms (even mild) of Covid-19 (any such individuals will not be admitted to the CSI campus until they are symptom free for at least 72 hours)
- have tested positive for Covid-19 within the last 14 days
- have had known contact with any person suspected of having, being under investigation for, or who has a confirmed active case of Covid-19 within the last 14 days
- have travelled within the last 14 days to/from a designated U.S. 'hot spot' or a country for which the CDC has issued a level 2 or 3 travel designation, or have had known contact with any person who has travelled to these areas within 14 days

Only those who pass the daily screening will be allowed through the front gate and

onto campus. Those who fail the screening or decline to be screened will be denied entry to campus: They will be contacted by Human Resources or an appropriate responsible party for support, contact tracing and, if the individual was recently on campus, for the disinfection of campus facilities. Any individual who screens positive will be given healthcare and testing information, and advised to contact their healthcare provider for assessment and testing.

CSI will designate supervisory-level employees and/or EMTs (Public Safety) to provide screening in cases where individuals are not able to take their own temperature. Non-touch forehead thermometers will be available onsite should anyone wish to check their temperature. Screeners will participate in NYS training and will be provided with PPE, including, at a minimum, a face mask, and possibly including gloves, a gown, and/or a face shield.

CSI has designated three Coronavirus Campus Liaisons as follows:  
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  
These liaisons will receive the completed mandatory health screening assessment templates from students, faculty and staff and immediately notify the Coronavirus Campus Coordinator of any possible positive cases reported through the screening process.

Anyone beginning to display symptoms of Covid-19 on site (e.g., fever, cough, shortness of breath), must leave campus as soon as possible and contact their supervisor and their Coronavirus Campus Liaison. If required, CSI can coordinate transportation and/or provide a facemask.

Hope Berte, Vice President for Campus Planning, Facilities Management and Operations, the Coronavirus Campus Coordinator, will receive information from the Coronavirus Campus Liaisons on COVID-19 exposures on the CSI campus and ensure that state and local health officials are immediately notified upon the identification of positive cases. She will also work with heads of campus facilities to implement needed cleaning and disinfecting protocols.

CSI will rely upon the [NYS initiative](#) for contact tracing upon a positive diagnosis. The college will cooperate with the State by providing any required data from schedules, screenings, and daily logs. Individuals who are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted via tracing, tracking or other mechanism, are required to self-report to their supervisor and Coronavirus Campus Liason at the time of alert.

Per CDC and DOH guidance, faculty, staff, and researchers should not report to campus until any mandatory quarantine or recommended self-isolation period has expired, they have been free of all Covid-19 symptoms for at least 72 hours and at least 10 days of isolation have passed since they first developed symptoms (or at least 10 days have passed since the first positive test result if they remain asymptomatic). If an employee has had close or proximate contact with a person with Covid-19 for a

prolonged period of time AND is not experiencing Covid-19 related symptoms, the employee may return to work upon completing 14 days of self-quarantine. CSI recommends consulting a medical provider before returning to work.