



CU THE CITY
NY UNIVERSITY
OF
NEW YORK

GUIDELINES

for Safe Campus Reopening

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Chancellor

CUNY Guidelines for Safe Campus Reopening

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PART 1: OVERVIEW

A. Introduction

We are proud of the City University of New York (CUNY) community for rising to the challenge and, in the middle of a global pandemic, continuing to deliver on CUNY's mission to provide a high quality, accessible education to our diverse student body. Faculty have modified their instructional plans and supported our students; staff have ensured CUNY's continued operations remotely and at campuses attending to a myriad of needs; and students have successfully persevered through disruptions to their personal and academic lives.

As CUNY prepares for reopening, these Guidelines have been prepared to provide a detailed description of each step needed for a successful reopening. The guidelines embody the most recent New York State guidance for Higher Education, which define both mandatory and recommended actions, as well as best practice recommendations from a myriad of other sources. Each CUNY college will have to implement its plan for moving forward safely by managing competing demands while ensuring that their plans meet minimum guidelines. To ensure compliance, these Guidelines include a checklist of the New York State minimum requirements that each college must complete and submit along with its plan to the Chancellery/Office of the Chief Operation Officer (COO) as discussed in the Governance section below.

The guidelines in Part 2 follow the outline developed by New York State. They detail 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**. Additional guidance will be available in a companion document, Supplemental CUNY Guidelines for Safe Campus Reopening (Supplemental Guidelines), that will augment selected sections throughout these Guidelines. These supplemental materials include:

- Coronavirus Campus Liaisons, Letter and Data Gathering Process;
- Guidance on Reopening Athletics;
- Projecting PPE Demand;
- Additional Planning Guidance for Staged Reopening; and
- Draft Reclosing Plan.

Additionally, for updated information regarding Instructional Modalities and Course Scheduling please visit [Guidance on Academic Continuity to campuses](#). And for guidance and recommendations regarding services such as child care centers, libraries, health and wellness, mental health and students life, see [Considerations for Reopening Facilities & Services in Stages](#).

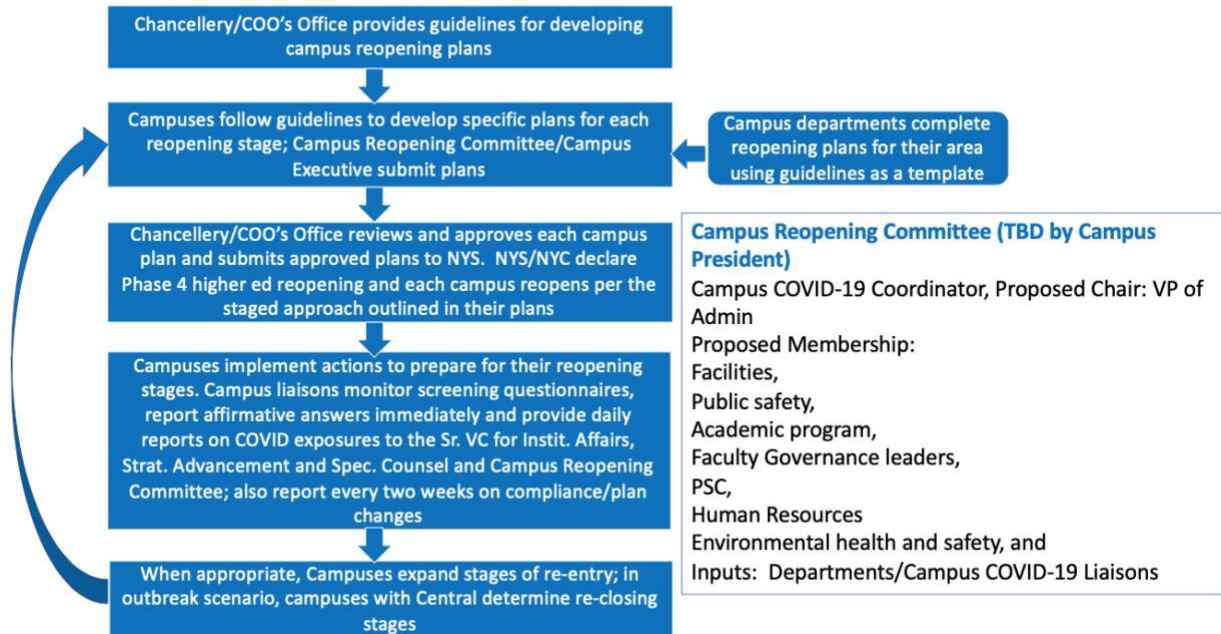
B. Governance

CUNY colleges differ in size, location, type of campus and number of students, faculty and staff, and each of these factors must be considered when developing strategies for addressing the issues laid out in this document. This report draws from myriad sources to provide general guidelines for CUNY campuses to gradually, thoughtfully and safely resume in-person instruction and work. Colleges will need to consider these actions and principles when thinking about how to modify operations for the specific risks and needs associated with faculty, staff and students and the nature of vital work. Using these Guidelines, each CUNY campus will customize elements of its reopening plan to ensure the safe resumption and continuation of campus operations (11)¹. CUNY campuses are accountable for staying current with any updates to local, state and federal higher education requirements and incorporating those changes into their operations. To the extent possible, updates to these Guidelines will be provided as needed when guidance from local, state and federal authorities changes. In such cases, subsequent versions of these Guidelines will specify which sections/subsections have been revised.

CUNY campuses must act with care, but also remain flexible. A single positive case of COVID-19 exposure on campus can undo local operations, at least temporarily, and undermine confidence in a college's ability to protect the safety of its community (18). For this reason, campus-specific plans need to move forward within a governance structure that reviews and approves those plans. The below governance structure is based on Coronavirus Planning Task Force recommendation.

¹ *Paranthesical numbers within this document indicate the source for the recommendation. The numbered sources can be found in References at the end of these Guidelines. While these Guidelines draw upon available guidance, they do not constitute legal or medical advice. CUNY and its campuses will consult with legal, medical and professional advisors as needed before reopening.*

Governance Structure for Reopening Plans



- These Guidelines must be used by each campus to develop reopening plans specific to their operations. Per the Coronavirus Planning Task Force recommendation, the first step of the reopening process is for campus departments (including academic, administrative, and facility/building departments) to develop written reopening plans using the guidelines. These Guidelines are designed to provide guidance on how to gradually reopen each campus in stages.
 - Campuses will use the risk assessment tool, reconfiguration guidance, cleaning protocols, etc., presented herein to build their plans. Departments will use guidelines that apply to the department’s specific work area and operations to shape their plans, which will become part of campus-specific plans.
- Individual reopening plans must be internally coordinated and reviewed by each campus. Per CUNY’s Coronavirus Planning Task Force recommendation, each campus should establish a **Campus Reopening Committee** to fulfill this role and make recommendations to the campus President; alternatively, the campus President/Dean can assume this role. This Committee could include individuals with authority over facilities, public safety, the academic program, faculty governance, unions, human resources and environmental health and safety. The Campus Reopening Committee will:
 - Determine 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 Reopening Plan.
 - Serve as the ‘Campus Closing Committee,’ if needed, to implement Reclosing Plans.

- Consult with campus stakeholders, such as faculty, students, unions, and staff in developing campus plans.
- The Campus Reopening Committee should be led by the **Coronavirus Campus Coordinator**, who will oversee the preparation, review and implementation of the Campus Reopening Plans. While it's recommended that this role be performed by campus vice presidents of administration, each campus President or Dean may designate whom they so choose to serve as coordinator. 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.
- Following internal campus-level review of reopening plans, the **Chancellery/COO's Office** will review and approve the campus reopening plans. The Chancellery/COO's Office will:
 - Ensure that each campus reopening plan contains appropriate safety measures, comports with the reopening requirements in these Guidelines and has a fully completed checklist.
 - Serve in an advisory capacity for implementation issues that arise in the development and implementation of the reopening plans.
- The Central Administration and Campus Reopening Committees are accountable for staying current with any updates to local, state, and federal requirements related to higher education and auxiliary activities and incorporating those changes into the operations of the colleges and entire university.
- Once the reopening plans are approved by the Chancellery/COO's Office, campuses (and their departments) will prepare to implement their plans for return to the campus as sequenced in their approved plans. In progressing through any stage of reopening, the Campus Reopening Committee working with the COO's Office will be responsive to local health conditions and continuously monitor and modify the reopening approach as needed.

- On campus activities must be continuously monitored for COVID-19 exposures. The **Coronavirus Campus Liaisons** will continue to be responsible for monitoring these exposures, reporting to the Sr. VC for Institutional Affairs, Strategic Advancement and Special Counsel (SVC for Institutional Affairs); this will allow information to be shared among CUNY leadership. The Coronavirus Campus Liaisons will also provide this data to the Campus Reopening Committee and their President/Dean. (The list of Liaisons from Spring 2020 is included in the Supplemental Guidelines: ‘Coronavirus Campus Liaisons, Letter and Data Gathering Process’; campus presidents must contact the SVC for Institutional Affairs to confirm or change their campus liaison.)
- The Coronavirus Campus Liaison will:
 - Receive information from the on-line NYS Daily Health Screening Templates and from campus screeners. Per NYS Guidelines on Return to Work, State agencies are required to designate supervisory-level employees or health care professionals to conduct screenings. Screeners will collect basic information from all employees on a daily basis.
 - 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.
 - 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 (see Section III.A. ‘Screening’ for additional information about the template).
 - 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.

C. Local Health Conditions/Triggers for Reopening

- The State will continue to monitor the critical key metrics developed for the Regional Unpause Dashboard to ensure the prevalence of the disease is low enough to resume

operations safely in each region in New York State and determine when the measures have been met (11).

- Per the NY Forward Plan, the CUNY campuses are expected to reopen as part of NYS Phase 4. Monitoring of these measures by the State will guide the timeline for the first stage of the reopening process for each campus (See Section II. C., 'Staged Reopening').
- The Chancellery/COO's Office will coordinate with New York State and New York City public health officials as described later in this plan to understand changes in local health conditions that may impact the CUNY community and to provide information on the health conditions of the CUNY campuses.

PART 2: GUIDELINES FOR CAMPUS REOPENING PLANS

I. PEOPLE

A. Physical Distancing

Distancing and Masks

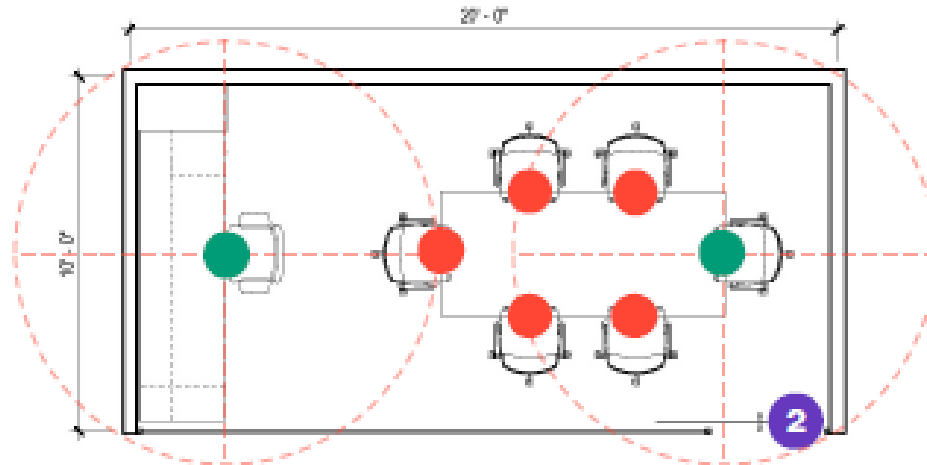
- A distance of at least six feet must be maintained among individuals while on campus, inclusive of faculty and staff, and students, to the extent possible and when seated in a classroom or meeting, unless safety or the core activity (e.g., moving equipment, using an elevator, performing a transaction) requires a shorter distance or individuals are of the same residence (i.e., a roommate). Any time individuals come within six feet of another person who does not reside in the same residence, acceptable face coverings must be worn (44). Individuals must be prepared to put on a face covering if another person unexpectedly comes within six feet. (41)
 - Acceptable face coverings are required for all individuals who are over the age of two and able to medically tolerate such coverings.
 - 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)
 - However, cloth, disposable, or other homemade face coverings are not acceptable for workplace activities that typically require a higher degree of personal protective equipment (PPE) due to the nature of the work. For those activities, N95 respirators or other PPE used under existing industry standards must continue to be used, as is defined in accordance with OSHA guidelines. (41)
 - This provision should not be construed to require physical distancing among roommates or require face coverings to be worn while inside an individual's residence. For the purposes of this guidance, students who share the same residence (i.e., dormitory room) should be considered members of the same household.
 - See Section II.A, "Protective Equipment" for more information on masks and PPE.

Limit Occupancy and Congestion

- Campuses must allow not more than one individual at a time in small spaces (e.g. supply rooms, faculty offices, study lounges, unless all individuals in such space at the same time are wearing acceptable face coverings or are members of the same residence. However, even with face coverings in use, occupancy should not exceed 50% of maximum capacity of the space. Campuses should increase ventilation with outdoor air

to the greatest extent possible (e.g. opening windows and doors), while maintaining health and safety protocols. (41, 43)

- Campus facilities should work to review blueprints with legal occupancies and square footage for all campus spaces and change each room's occupancy per the six feet rule, starting with priority spaces. (16). There are a number of ways that a campus can establish the maximum occupancy of each room:
- Based on square footage per person
 - Per-person estimates vary based on conditions, but planners in restaurants, offices, and public transit are designating anywhere from 100 to 200 square feet per individual; for most operators, this has translated into a 70-80% decrease in capacity. (20)
 - These adaptations to ensure adequate social distancing will require close coordination with academic departments to make the most of campus facilities. If, for instance, any classes are held in-person, classes may need to be shortened or have extra sessions added, rooms not usually reserved for instructional use might be repurposed as additional classrooms. (20).
 - Shared spaces and meeting rooms should be converted to single use office spaces or classrooms as needed. (36)
- Based on floorplans
 - Alternatively, the campus can use floorplans to establish a maximum office capacity for each floor or room to ensure that shared spaces such as restrooms, pantries, and meeting spaces are not overwhelmed. This capacity will be based on establishing a 6 foot or larger radius for every area that an individual occupies. The campus can then evaluate the number of workstations and shared seating areas that can be occupied simultaneously. For instance: number of workstations at six feet distance + number of private offices + number of shared seats at 6 feet repurposed as work seats = maximum capacity. Using the maximum capacity per floor, campuses will set target capacities at a percentage of that maximum and will adjust the space and protocols after the initial return. (33)
 - The diagram below demonstrates how a room normally configured for seven individuals has been reduced to two based on the six-foot safety margins around each individual. (33) See Section I.A, 'Selected Diagrams for Reconfiguring Spaces', for more diagrams.



- Campuses should take additional measures to prevent congregation in elevator waiting areas and limit density in elevators, by enabling the use of stairs.
- Staff should identify new occupancy limits for bathrooms and other frequently used areas, post universal signage, and block access to stalls, sinks, or tables, as appropriate, to ensure physical distancing. (18)
- Where applicable, campuses may use technology such as room sensors and real-time dashboards, to quantify and display utilization of spaces throughout campus. (41)
- Recommended practices for generally limiting public interactions on campus include, but are 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 any on-campus building. (41)
 - Requiring clients and visitors to have an appointment or pre-approved permission to enter buildings (15).
 - The 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).
 - Barring non-essential visitors, to the extent possible (15).
 - See Section I.C, "Operational Activity" for further guidance.
- Non-essential common areas (e.g. gyms, pools, game rooms) must remain closed. (42)
- Campuses should consider designating an egress for individuals leaving their shifts and a separate ingress for persons starting their shifts and limit movements, having workers remain near workstations as much as possible. (42)
- Dormitories:
 - In consultation with the local health department, campuses with dormitories must identify where students who are exposed to or infected with COVID-19 will be residing and how daily needs, such as food and medication, will be met if it becomes necessary to have a period of isolation or quarantine. Recommended facilities include, but are not limited to:

- Sections of residence halls with private bathrooms, if possible, should be reserved to be used solely for the purpose of isolating or quarantining individuals living on-campus who have, who are suspected to have, or who were exposed to COVID19;
- Nearby hotels that are arranged to accommodate individuals who have, who are suspected to have, or who were exposed to COVID-19; and/or
- Individual homes, as long as the student is able to safely travel home (e.g. not using mass transit) and their home is safe for them to isolate away from other individuals.

Local health departments may, under their legal authority, implement monitoring and movement restrictions of infected or exposed persons including home isolation or quarantine.

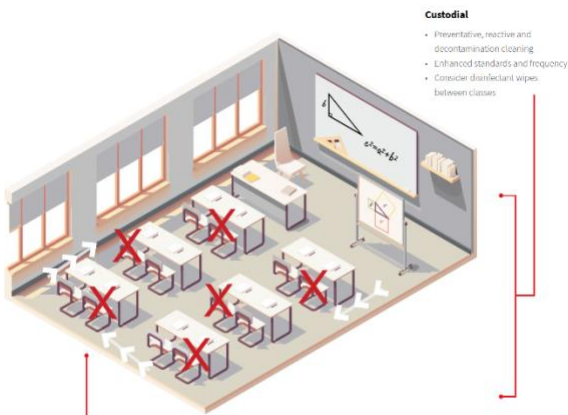
Reconfigure Floorplans

- Campuses must modify or reconfigure the use and/or restrict the use of classrooms and other places where students and faculty gather, so that individuals are at least six feet apart in all directions (e.g. side-to-side and when facing one another) and are not sharing workstations without cleaning and disinfection between use. Limit use of shared workstations when feasible. When distancing is not feasible in public spaces, require the use of face coverings or physical barriers (e.g. plastic shielding walls, in lieu of face coverings in areas where such barriers would not affect air flow, heating, cooling or ventilation or otherwise present a health or safety risk). (41, 42)
- Each campus's facilities planning department should consider conducting a space analysis using 6-foot safety margins for rooms with central air and 12-foot margins for those with less than optimal ventilation (see Section II.B, "Cleaning, Hygiene and Disinfection" for guidance on ventilation), and further base these analyses on room size, room type, and reservability. (16)
- When reviewing the configuration of workspaces, the campus will:
 - Consider eliminating reception seating areas and requesting that visitors phone ahead, or installing a plastic partition at any reception areas, in accordance with OSHA guidelines. (5)
 - Physical barrier options may include: strip curtains, cubicle walls, plexiglass or similar materials, or other impermeable dividers or partitions. (41)
 - Review floorplans and remove or reconfigure seats, furniture and workstations as needed to preserve recommended physical distancing in accordance with guidelines. (5)
 - Reconfigure workstations to maintain at least 6 feet between workers and so that employees do not face each other. Establish partitions or other barriers if facing each other cannot be avoided or workstations are unable to be 6 feet apart. (5)(33)
- Staff will reconfigure all accessible areas of seating—including computer labs, research labs, studios, libraries, offices, cafeterias, lecture halls, and other rooms— e.g. by removing or blocking chairs and tables to reduce occupancy to appropriate levels of physical distancing. (18)

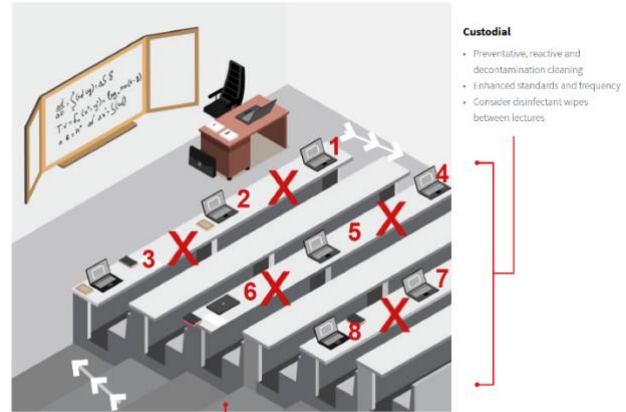
- Staff should reconfigure all areas that require people to stand to demarcate physically distanced places to stand and to limit occupancy with universal signage. Staff should reconfigure all areas that require people to line up to demarcate appropriate physically distanced places to stand in the line. (18)

Selected Diagrams for Reconfiguring Spaces

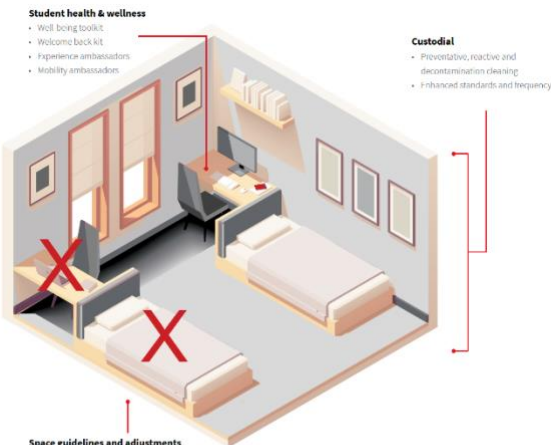
Diagrams for reconfiguring classrooms, dorms and waiting areas (23):



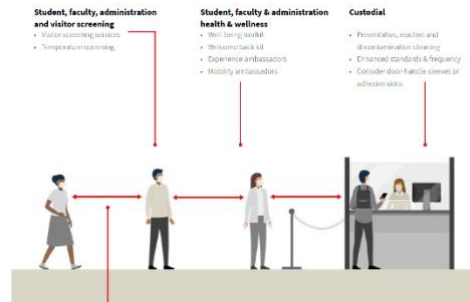
- Space guidelines and adjustments**
- Social distancing occupancy strategy & implementation plan
 - Reconfigure desks and chairs to accommodate social distancing
 - Classroom foot traffic management and signage



- Space guidelines and adjustments**
- Social distancing occupancy strategy & implementation plan
 - Limit total occupancy of lecture halls
 - Lecture hall foot traffic management and signage



- Space guidelines and adjustments**
- Social distancing occupancy strategy & implementation
 - Consider single-occupancy rooms
 - Campus housing foot traffic management and signage



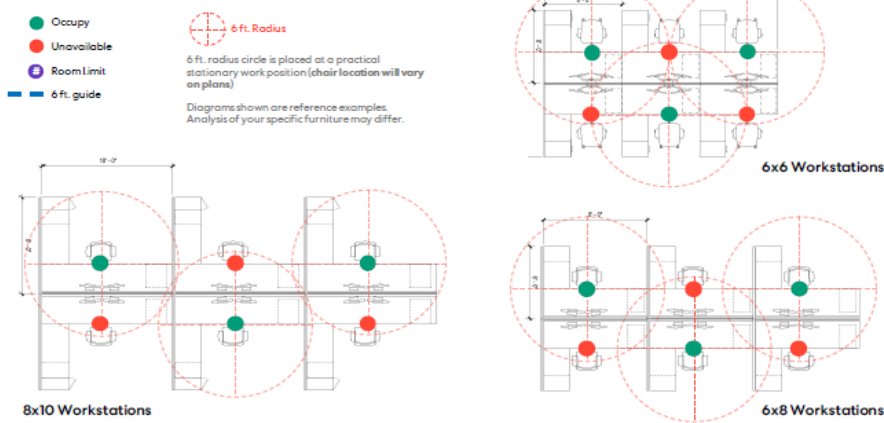
- Space guidelines and adjustments**
- Building user traffic management & signage
 - Attendance monitoring & self-reporting
- Mail services**
- Open-door mail center
 - Digital mail delivery
- Campus building operations**
- Building operational resilience capabilities
 - BOMA strategy & implementation plan
 - Safety compliance and risk inspections
 - Energy cost control
 - Ongoing construction planning
 - Mobile app for resource scheduling and other functions with algorithms for social distancing

Diagrams for reconfiguring full floor office spaces (33):

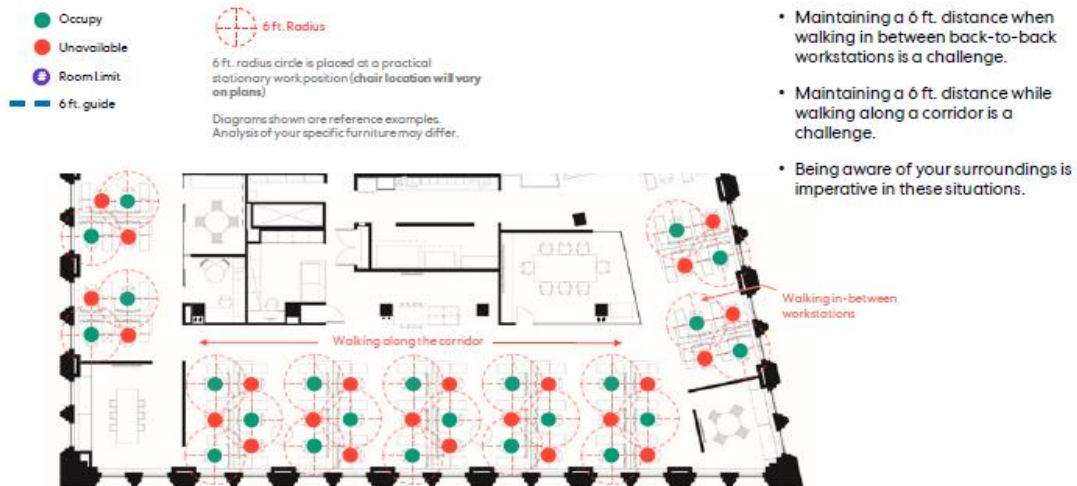
Physical Distance Analysis — Full Floor Example



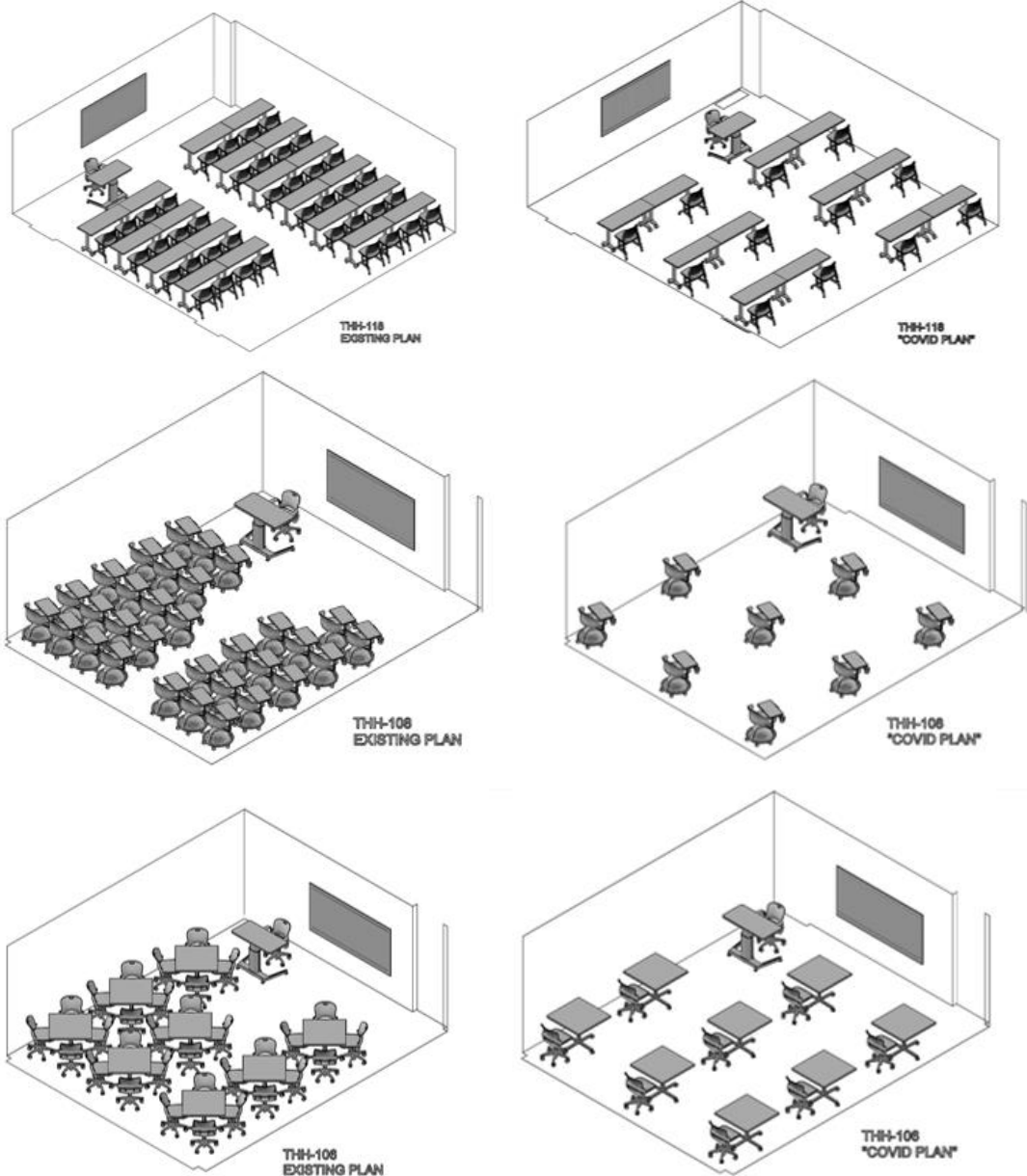
Physical Distance Analysis — Workstation Examples



Physical Distance Analysis — Access to Workstations



Diagrams for reconfiguring on-campus instruction spaces (39):



Signage

- Campuses must post signs throughout the institution or campus, consistent with NYS Department of Department of Health (NYSDOH) COVID-19 signage. Campuses can develop their own customized signage specific to their setting, provided that such signage is consistent with NYSDOH’s signage. Signage must 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 must 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. Campuses should make use of digital screens, where available, as well as printed and laminated signage. (18)
- The Center for Disease Control and Prevention (CDC) provides free COVID-19 print resources. See www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc
- In addition to personal health guidelines, signage should include information such as directional cues, occupancy limits, traffic patterns, and other campus policies.
 - If feasible, campuses should put in place measures to reduce bi-directional foot traffic using tape, signs, or other indicators with arrows in hallways, or spaces throughout campus, and post signage and distance markers denoting spaces of six feet in all commonly used areas and any areas in which lines are commonly formed or people may congregate (e.g. campus centers, libraries, classrooms, dining halls, and health screening stations). Where possible, entrances and exits to buildings and rooms should be separated. (18, 41)
 - Campuses may choose to mark six feet distance circles around desks, workstations and other common work areas or areas where gathering is likely to occur (e.g. libraries, study centers, lawns). Mark tables in meeting rooms with appropriate distance markers. (41, 42)
- Social distancing markers should be posted around the workplace using tape or signs that indicate 6 feet of spacing in commonly used areas and any areas in which lines are commonly formed or people may congregate (e.g. clock in/out stations, health screening stations, break rooms, water coolers, etc.). (15)

B. Gatherings in Enclosed Spaces

General Guidance for Enclosed Spaces

- In-person gatherings must be limited as much as possible. Campuses should encourage video or teleconferencing in lieu of in-person gatherings (e.g. classes, conferences, office hours,) to reduce the density of congregations per CDC guidance “[Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 \(COVID19\)](#).” When videoconferencing or teleconferencing is not preferable or possible, campuses should hold meetings in open, well-ventilated spaces and ensure that individuals maintain six feet of social distance between one another (e.g. leave space between chairs, have individuals sit in alternating chairs). (41)
 - All staff are encouraged to use telework and virtual meetings where possible, 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 those present can sit a minimum of six feet apart with all

participants wearing facial coverings. Others can join the meeting remotely, if necessary. This will prevent contact and free up meeting spaces for possible use as classrooms, research spaces, or offices for employees who are displaced from shared offices.

- Campuses may choose to close non-essential amenities and communal areas which promote gathering or are high-touch (e.g. break areas, communal coffee machines) or provide cleaning and disinfecting supplies that may be used by individuals before and after the use of the amenity or area. Consider temporarily replacing amenities that are handled with high contact frequency or use signage to deter use of such amenities that cannot be removed. Items to consider removing include:
 - Water coolers, coffee makers, and bulk snacks. Alternatives include touchless sensor water dispensers; requesting workers bring in their own water bottles/coffee mugs; providing individually wrapped snacks. (5)
 - If vending machines are used, provide and require cleaning and disinfectants to wipe down after each use. (5)
 - Replace reusable kitchen items (flatware, dishes, and cups) and cleaning tools (sponges, brushes, towels) with single use options. (2)
 - Remove high-touch office and lobby items such as magazines, common pens, etc. (2)
 - Identify frequently touched areas (doors, cabinets, etc.) and investigate options to implement reduced or no touch options such as door removal, card access, foot-operated door pulls/pedals, or sensor-triggered doors. (2)
 - Activities will be batched, where possible, so employees can adhere to social distancing and reduce the number of hands touching products at the same time (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)
- Campuses must put in place practices for adequate social distancing in small areas, such as restrooms and break rooms if in use, and must develop signage and operational changes (e.g. flagging when occupied) to restrict occupancy when social distancing cannot be maintained in such areas. (41)
 - Campuses must prohibit the use of tightly confined spaces (e.g. supply rooms, kitchens) by more than one individual at a time, unless all employees in such spaces at the same time are wearing acceptable face coverings. (26) Campus Facilities must also identify unsafe spaces (e.g., too small, no ventilation, bottleneck entry) and recommend approaches to deactivate those spaces. (16)
- Campuses will consider staggering schedules for employees to promote social distancing (e.g. coffee breaks, meals, and shift starts/stops).

Guidance for Specific Spaces

- This section provides guidance for specific services that cannot be effectively delivered at a distance and may reopen to some extent in the future provided they meet New

York State and University guidelines. Not all these services are necessarily expected to resume.

- For guidance on research spaces, see the [Reopening Research Guidance](#).
- For guidance and recommendations regarding the services below, see [Considerations for Reopening Facilities & Services in Stages](#), and here broken up by the specific service:
 - [Campus Child Care Centers](#)
 - [Health & Wellness Services](#)
 - [Libraries](#)
 - [Mental Health Services](#)
 - Student Life / Inclusion (including [Student Activities](#), such as student unions and clubs, student government, student events, [Student Orientation](#), Accommodating for Students with Disabilities, and [Interfaith Programs & Campus Ministries](#)).
- **Note:** The Academic & Student Support Task Force may release additional guidance on other specific spaces and post it on [Guidance on Academic Continuity to Campuses](#) or [Considerations for Reopening Facilities & Services in Stages](#) when available, replacing the guidance provided above when applicable.

Cafeterias/Dining Halls

- Physical Preparation:
 - Remove self-serve food items. Remove hot and cold food bars with open food items and communal serving stations. (5)
 - Remove dinnerware/drinkware from communal spaces and only issue as needed.
 - Replace communal condiments with single serving, individually wrapped items. (5)
 - Implement physical distancing by spacing out any queues, only allowing seating at every other table, or expanding the dining area to include more space. (5)
 - Consider implementing physical barriers in between seating. (5)
 - Consider adding touchless payment options and pre-ordering of food items. (5)
 - Post signs to inform customers of dining and food pickup protocols. (25)
 - Place sanitizing wipes or automatic sanitizing dispensers near doors and stairwell handles with visual cues / reminders. (25)
- Operational Preparation:
 - Reduce occupant capacity during peak times, or stagger breakfast/lunch or dinner schedules when practical. (5)
 - Consider pick-up when crowding cannot be managed or as an alternative to those who want to limit their time in the space. (5)
 - Access control: once occupancy is reached, patrons are only allowed to enter when another customer leaves. (5)
 - Limit the number of people who can sit together. (5)
 - Cohort dining: established dining times admitting a specific group of customers/diners. (5)
 - Require gloves for all back of house (BOH) staff and ensure the gloves are changed per current industry standards. (5)

- 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)
- Require face coverings for staff and customers. (5)
- Restrict number of employees allowed in kitchen area to allow for 6 feet distancing (25)
- 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)
- Limit sharing of equipment (e.g., bowls, cups, utensils) within a shift including personal devices (e.g., cell phone). (25)
- 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)
- Cleaning Protocol:
 - Implement enhanced disinfection and sanitization measures both in the kitchen and dining areas. (5)
 - Ensure deep clean / sanitization between employee shifts. (25)

Computer Labs

- Physical Preparation:
 - Shared keyboards in a student computer lab pose a particular challenge. The most resource-intensive solution would be for colleges to purchase two high-quality, durable, plastic covers for each keyboard. These covers would be removed and swapped out daily for cleaning and disinfecting to allow computers to remain in operation. A less expensive option would be for colleges to purchase thin, wipeable sleeves for keyboards and maintain a replacement stock for wear and tear. (18)
- Operational Preparation:
 - To limit the need for students to visit college computer labs, it may be possible to configure computers to allow students to “remote in” from their homes and be able to have access to the same applications as they would if they were on campus. Campus CIOs will have to assess the viability of this option. There are software license terms, spare desktop computers and server capabilities that will need to be considered. (18)
- Cleaning Protocol:
 - For electronic equipment, cleaning staff should clean following the manufacturer’s guidelines on each shift. If no guidance is available, colleges should consider the use of alcohol-based wipes or soft cloths sprayed with disinfectant that includes at least 70% alcohol. (18)
 - Students must thoroughly wash their hands before using any computer terminal, colleges should distribute alcohol-based wipes for students to wipe the keyboard and mouse prior to using the equipment, and cleaning staff should disinfect high

touch points at every shift. Finally, campuses should consider purchasing disposable mouse and keyboard covers to facilitate repeated disinfection. (18)

Conference Rooms

- Physical Preparations:
 - Remove chairs and desks to ensure proper physical distancing in conference and waiting rooms. Identify allowable occupancy in order to control workflow and/or establish maximum attendance. (2)
 - Consider utilizing any unused conference rooms as additional, individual workspaces to be used by staff to help meet physical distancing requirements in the office.
- Operational Preparations:
 - All meetings should continue to be held remotely to the greatest extent possible. If a meeting must occur in person, it should be conducted in a quick manner and limited to 10 people or less. (2, 25)
 - If feasible, consider requiring users to provide a reason that a meeting cannot be held remotely before booking a room. (25).
- Cleaning Protocol:
 - Conference rooms that are used should be disinfected on a daily basis at minimum. (34)
 - Disinfectant wipes or spray should be left in each conference room and employees should 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)

- Physical Preparation:
 - Remodel rooms to allow for physical distancing in dormitories and convert rooms to single bedrooms. (25)
 - Consider installing automatic doors to enter/exit residence halls and stairwells; no physical change to bedroom doors is necessary, but installing foot hooks on doors would reduce physical contact. (25)
 - Move chairs, couches and other furniture to ensure that social distancing can be maintained in shared rooms, such as television, game, or exercise rooms; disinfect rooms at least once per day. (25)
 - Consider closing or restricting access to shared rooms, such as television, game or exercise rooms and provide strict protocols for when they reopen. (25)
 - For shared bathrooms, cover every other sink to encourage 6 feet separation at all times; use visual signage to maintain 6 feet of distance. (25)
 - Provide frequent reminders of proper hand hygiene (verbally, posters, videos) with hand sanitizer widely available in common areas and rooms. (2)
 - Post widely shared/posted information in common areas about COVID-19 prevention. CDC provides communications resources such as posters, videos, and more at <https://www.cdc.gov/coronavirus/2019-ncov/communication/index.html>.

Posted information should be updated as appropriate or with significant changes. (2)

- Operational Preparation:

- Residence halls that are in use can only house one resident in each room, no shared rooms. (1, 16) Ideally there should be one person per bathroom. Only single and double rooms can be used to house one student. The functions of the triple rooms (where available) should be revisited to serve another function. (16). Common areas have to be redesigned to ensure safety. (16)
- Students should be informed of the risks in living in a residential building, including specific risks for immune-compromised individuals, and encouraged to review with their parents or guardians; sign documentation accepting the risks as well as agreeing to conform to social distancing, cleaning procedures, and other safety protocols (e.g. wearing face coverings). Students should consent to the possibility of being relocated to a quarantine room if necessary. (16)
 - Develop memos to students and parents about the risks of residing in residential buildings and send for review to the Office of the General Counsel (OGC). All housing applicants should be sent the memos and submit their agreement or consent; if it is on the housing application website, work with CIS to upload the forms. (16)
- Develop protocols for social distancing, hygiene, and cleaning for the residence halls.
- Include staff in reopening plans discussed above. Allow staff to move back into the buildings so that they can settle in and prepare for reopening. Train staff on new guidelines and protocols. (16)
- Consider staggering move-in dates and times. (25)
- Require personal face coverings in common areas. (2)
- Train on public health measures and signs/symptoms of COVID-19 for all live-in professionals, graduate hall directors, residence advisors (RA), and others in similar roles. (2)
- Restrict events and social activities as per current physical distancing guidance. Reconfigure seating in common areas to ensure proper physical distancing. Establish allowable occupancy and develop plans to monitor and enforce. (2)
- Restrict building access by non-residents, including outside guests, non-residential staff, and others. These restrictions may not apply to some people, such as personal care attendants for students with disabilities. (2)
- Address approach to be taken with students with medical conditions such as asthma, diabetes, immunosuppressive drug therapy including chronic systemic corticosteroid treatment, heart disease, HIV, and morbid obesity, who are at high risk for COVID-19 illness and complications. CUNY must address whether these high-risk individuals should return to residence halls and other on-campus housing in the early phases of reopening or later. (9)
- Residents should be instructed that sinks could be an infection source and should avoid placing toothbrushes directly on counter surfaces and use totes for personal

items to limit their contact with other surfaces in the bathroom; recommend everyone sanitize sink/shower after use. (25)

- During weekends and breaks, residents should inform the residential staff if they are leaving the state or the country. Residents should quarantine for fourteen days if they return to the residence hall from a high-risk location.
- **Cleaning Protocol:**
 - When shared bathrooms and kitchens are used, define the type and frequency of cleaning. (2)
 - For shared bathrooms, custodial staff to deep clean twice per day. (25)
 - Conduct enhanced cleaning in all common areas and high-touch surfaces, consistent with enhanced cleaning practices of other non-residential areas such as academic buildings. Custodial workers should be provided appropriate PPE and training consistent with their duties. (2)
 - Frequent, highly visible cleaning of high-touch surfaces (e.g., doors, stairwell handles, light switch, elevator switch, etc.). (25)
 - Supply wipes and other cleaning products in all shared spaces, including suite areas, lounges, computer rooms, kitchens, recreation rooms, laundry rooms, and shared bathrooms.

Isolation and Quarantine Spaces (for residential campuses)

- **Physical Preparation:**
 - The isolation and quarantine rooms should be physically separated from other residential student rooms. (2)
 - The rooms should have private/separate bathroom facilities and be stocked with a thermometer, sanitizing wipes, tissues, soap, hand sanitizer, and toiletries. (2)
 - Spaces should be labeled externally with appropriate signage that states restricted access (e.g., “Private Quarters” or “Authorized Personnel Only”) but does not state the reason for the restricted access due to concerns about potential for stigma and FERPA/HIPAA violations. Any signage decisions should be reviewed with the campus or University general counsel. (2)
 - Adequate numbers of rooms should be pre-identified to accommodate an increase in need. CDC may later provide guidance on adequate numbers of rooms. (2)
- **Operational Preparation:**
 - If a residential student contracts or is exposed to COVID-19, campuses must proactively identify appropriate residential spaces and reserve those spaces in the event of needed isolation or quarantine of a student(s). (2)
 - Campus leaders will consult with CUNY Central and health officials to run scenarios on transmission and ensure enough space is set aside to isolate all cases and suspected cases in an aggressive transmission scenario. (20)
 - A protocol should be made available to all individuals involved in the management of isolation spaces and its procedures. (2)
 - Minimally, a select group of individuals within housing/residence life, campus safety, and facilities should be aware of the rooms used for isolation. (2)

- Student health services staff should remotely monitor students on a daily basis (temperature checks and symptom screening) and transfer to an on- or off-campus site for a clinical evaluation if symptoms advance or the patient requests. (2)
- For students on the campus meal plan, dining services should arrange food delivery in collaboration with housing/residence life staff. Student affairs or campus life, in collaboration with housing/residence life staff, could arrange for the purchase of a campus meal plan or coordinate meal delivery for those students who have not purchased the campus meal plan. (2)
- Transportation should be made available to and from the location if medical care is needed. (2)

Elevators

- Physical Preparation:
 - For elevators: limit occupancy; provide hand hygiene stations before entering and upon leaving elevators. Encourage the use of stairs in order to minimize elevator traffic. (15)
 - Consider demarcating places to stand in the corners of the elevator to encourage maximum spacing between occupants.
 - As the number of occupants per elevator car is limited, more people will be waiting for elevators. People must maintain six feet between one another. Consider demarcating safe distances for people to line-up in wait.
 - 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:
 - If the elevator must be used, limit to one person per elevator car, if possible. If more than one person must use the elevator at the same time, stand in opposite corners and face away from each other. (34) A maximum of four people can use an elevator car at one time if each is standing in a corner.
 - Encourage users to avoid touching elevator buttons directly and instead use a pen or other object or consider wearing gloves. And to wash hands or use alcohol-based hand sanitizer afterward. (34)
 - Require face covering before using an elevator.
- Cleaning Protocol:
 - Frequent cleaning of high touch areas, such as elevator buttons. (25)

Exterior Campus Grounds

- Physical Preparation:
 - Ingress and egress: If a college determines that any area of the campus should be reopened, facilities staff should reconfigure all accessible exterior spaces to practice physical distancing, paying special attention to points of access and egress to the campus. Staff should limit the gates available, and where possible, entrance and exits to the campus should be separated. Staff should develop traffic flow patterns for exterior spaces on campus and demarcate patterns with universal

- signage and other measures, as appropriate. Staff should attend to physically distanced ingress and egress to campus buildings from parking lots as well. (18)
- Seating: Staff should reconfigure all accessible exterior areas with seating by removing or blocking an appropriate number of seats/benches and tables to ensure physical distancing. (18)
- Green spaces: Colleges should demarcate physically distanced places for study or quiet enjoyment by individuals with universal signage and other measures, as appropriate. (18)
- 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

- Physical Preparation:
 - Feature signage about COVID-19 prevention (based on CDC, campus, or other recommendations) throughout the facilities.
 - Space out lockers and stagger cardio and strength machines to accommodate 6 feet of physical distance. (25)
 - Consider offering no-touch or scanless check-ins to minimize contact with staff (25).
 - Increase the availability of hand sanitation stations (soap and water or 60% alcohol-based rub/hand sanitizer) throughout the gym to avoid individuals gathering around a centralized location to access cleaning supplies. (26, 25).
- Operational Preparation:
 - The American College Health Association (ACHA) guidance suggests employing physical distancing measures in:
 - Locker rooms
 - Strength and conditioning facilities (e.g., weight rooms, cardio areas). As with athletics, consider the use of a “sanitation station” at each equipment/exercise site so that cleaning can take place between each athlete, either by staff or the user.
 - Fitness and wellness classes.
 - Lounge areas.
 - Indoor and outdoor recreation facilities.
 - Consider options to limit the maximum number of people in the facility with access control, use-by-appointment, or other measures. (2) Set a maximum cap of no more than 50% of normal occupancy. Consider lower caps for safer standards. (25)
 - Require staff to wear masks and gloves at all times and students to wear masks when not exercising. (25)
 - Consider requiring a health template to enter gym. (25)
 - Consider starting or continuing to offer virtual recreation classes. (2)
- Cleaning Protocol:

- Provide custodial services, athletic trainers, personal trainers and fitness instructors with guidelines for appropriate techniques and PPE (as per CDC guidelines) for cleaning and disinfecting common, non-clinical spaces, including recreation venues and equipment. (2)
- Require that individuals wipe down machines before and after use. (25)
- Sanitize weights and equipment daily and deep clean the gym twice per week. (25)

Hallways and Stairwells

- Physical Preparation:
 - Consider marking hallways and stairs for bi-directional flow.
 - Place hygiene stations near stairwell entrances. (25)
- Operational Preparation:
 - Keep in mind that momentarily passing by another person does not significantly increase your risk and is not considered “close contact.”
 - Discourage any lingering in hallways and stairwells.
 - Consider establishing a reporting mechanism for individuals to report hallways or stairwells that are routinely overcrowded.
- Cleaning Protocol:
 - Frequent cleaning of high-touch surfaces such as stairwell handles and railing. (25)

Kitchens

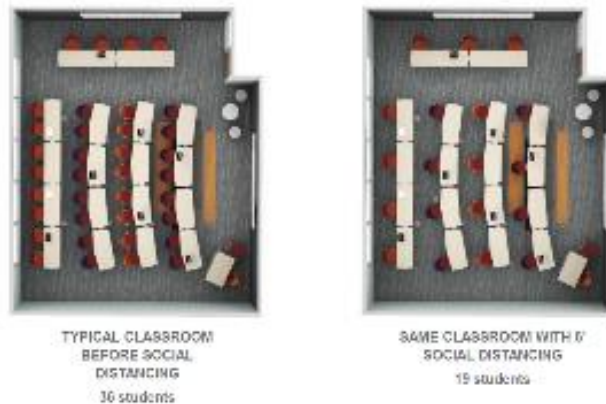
- Physical Preparation:
 - Ice machines that require a handheld scoop should not be used, as it is difficult to control potential contamination. (5)
- Operational Preparation:
 - Congregating in kitchen areas should be discouraged. (5)
- Cleaning Protocol:
 - At minimum, kitchen areas should be cleaned and disinfected on a daily basis. (5)
 - If not removed, coffee machines, refrigerator handles, and the ice machine handles should be disinfected at least three times per day. (5)
 - The outside of any dishwashers should be cleaned at the beginning and end of each shift. (5)
 - All silverware and dinnerware should be cleaned in the dishwasher. This helps ensure thorough cleaning and disinfection. Silverware should be stored in a way so that adjacent silverware is not easily touched when a worker is retrieving a piece. If silverware and dishes cannot be kept clean and covered, disposable options are recommended. (5)
 - Water/beverage faucets that require workers to operate them with their hands should also be disinfected three times per day, if not removed. (5)

Lecture/Classrooms

- Physical Preparation:
 - Small classes will have to be held in larger rooms, medium-sized classes will move into vast lecture halls, and massive entry-level courses need to be delivered online. (20)

- Set occupancy limits no greater than 50% of fire code and regulate the distance between seats to allow for 6 feet of separation between individuals. (25)
 - Consider installing plastic barriers and guards between students' desks and instructors. (25)
 - Remove or replace high-touch communal resources, such as whiteboard markers, erasers and staplers. (25)
 - Visually mark safe distances where students may gather. (25)
 - A few diagrams for how classes can be prepared (35):

SOCIAL DISTANCING IN EDUCATION
Classroom A | Before & During Social Distancing



SOCIAL DISTANCING IN EDUCATION
Classroom A | Option A with Social Distancing

Presentation Mode



- Operational Preparation:
 - Prohibit sharing of resources between classrooms. (25)
 - All courses scheduled to be delivered online should be fully remotely. If any courses or discussion groups must meet, there should be a maximum of 10 or fewer individuals. (25)

- If a course is held in-person, ensure that there is a remote substitute for any quarantined or high-risk students. (25)
- Students and instructors must wear masks at all times when not presenting. (25)
- 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 on how to limit and manage the number of individuals required to be physically present in lecture halls and classrooms.
- Cleaning Protocol:
 - Provide students with sanitizing wipes to disinfect their workspace at the end of every class. (25)
 - Deep clean each classroom at least once per day, or after each class for maximum safety. (25)

Lobby and Common Areas

- Physical Preparation:
 - Waiting area seating should be moved, blocked off, or removed to insure appropriate spacing between individuals. (15)
 - Break rooms, copy areas, and conference rooms should be restricted to ensure maintenance of social distancing protocols. (15)
 - Regulate the use of common areas with clear signage (including maximum occupancy) and physical distancing measures in accordance with public health rules and guidelines. (5)
 - Consider eliminating reception seating areas and requesting that guests phone ahead or install a plastic partition at the reception area. (5)
- Operational Preparation:
 - Waiting areas will be utilized only when absolutely necessary, and staff should be encouraged not to linger or socialize in common areas. (15)
- Cleaning Protocol:
 - Common areas (e.g., lobby, security check-in) should be cleaned and disinfected on a daily basis at minimum and cleaning supplies should be provided for employees to utilize before/after they use common spaces and contact surfaces. (5)

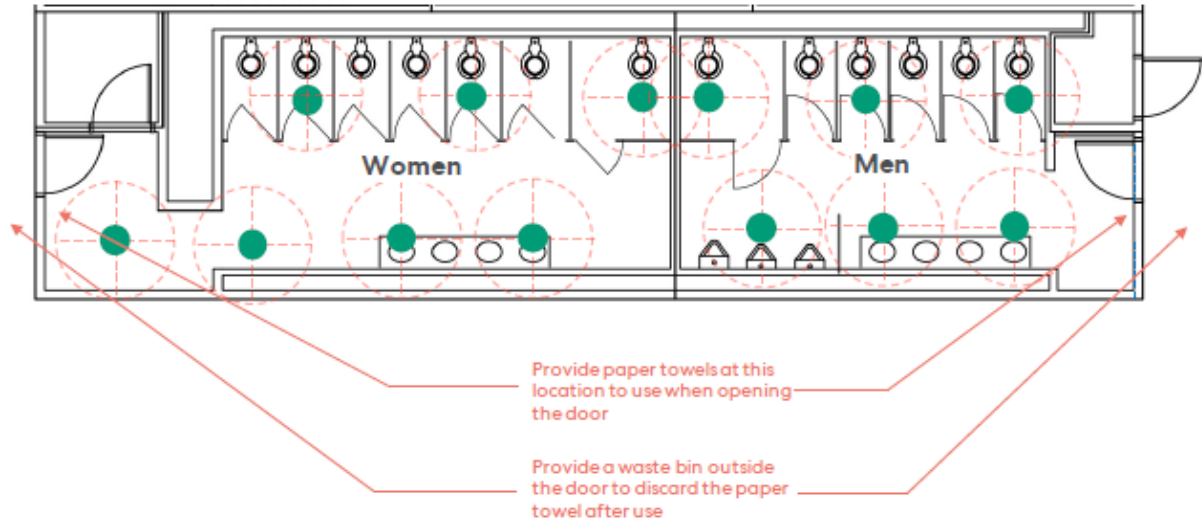
Office Space

- Physical Preparation
 - Refer to the general guidance and diagrams in Section I.A, “Physical Distancing.”
- Operational Preparation
 - Consider prohibiting visitors and contractors in office building or set restrictions, such as, only with appropriate approval (e.g., site director) and if they fill out online health template and download contact tracing technology (if applicable) prior to entering; limit visiting hours (25)

- Follow phased guidance in Section II.C, “Staged Reopening” for who should be required to return to the office. Consider staggering shifts and office hours where possible to reduce capacity.
- Cleaning Protocol:
 - Consider a COVID-19 Inspection service to clear offices before reopening. Central Office can provide a list of vendors if needed. (25)
 - Prepare basic hygiene protocols to re-open areas that haven’t 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:
 - Doors to multi-stall restrooms should be able to be opened and closed without touching handles if at all possible. (5)
 - Place 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)
 - Place signs indicating that toilet lids (if present) should be closed before flushing. (5)
 - Place signs asking employees to wash hands before and after using the restroom. (5)
 - Provide paper towels in restrooms and disconnect or tape-off hand air dryers. (5)
 - Provide hand hygiene stations at the door to restrooms. Block off some urinals in multiuser men’s rooms to insure adequate distancing. (15)
 - Consider reconfiguring usable bathroom space similar to the diagram below.
- Operational Preparations:
 - Consider limiting the number of individuals who can enter a multi-stall restroom at one time.



- Cleaning Protocol:
 - Double efforts to keep bathrooms clean and properly disinfected. (5)

C. Operational Activity

Campuses must have approved reopening plans in place, as per Part 1.B Governance, before anyone other than essential workers enter the campus (with limited exceptions, as approved by New York State, such as Research and Incubator-type facilities). Everyone on campus must adhere to campus plans. (18)

Operational Considerations Involving Staff Scheduling and HR

- Campuses will take measures to reduce interpersonal contact and decrease density on campus, through methods such as those listed below.
 - Limit in-person presence to only those staff who are necessary to be at the institution (41, 42). The temporary telecommuting policy adopted during the New York State on Pause will remain in effect until a new telecommuting policy is in place.
 - Adjust class or work hours, where appropriate and possible to allow for enhanced cleaning.
 - For staff and faculty that must be on site, establish staggered or cohort-based schedules to limit density in offices, classrooms and other spaces, allowing more time between classes to reduce congestion in walkways and buildings. (41)
 - Continue to support work-from-home options, staggering work shifts/hours, and other flexible approaches for faculty and staff. (41)
 - Encourage remote work for as many faculty and staff as possible, especially employees at higher risk for severe illness from COVID-19. (9)

- Student-facing staff with higher likelihood of serious illness from infection may be asked to take on other duties that are similar to their existing duties, but which reduce their risk of infection. (12)
- Campuses, through the Campus Reopening Committee, or Coronavirus Campus Coordinator, will work with the Office of Human Resources to notify faculty and staff of new workplace policies and changes prior to reopening and upon resuming operations. Campuses, either through their HR or Facilities functions or as delegated by the Coronavirus Campus Coordinator, will provide:
 - Training on new or modified working schedules, how employees can stay up to date on new scheduling requirements, and how to make requests for schedule changes if a need arises (5).
 - Awareness training on cleaning and disinfection along with proper use of PPE, and other precautionary measures (5). Some training videos are available from CDC [here](#).
 - Staff are to check in with their manager or supervisor to determine when they will be permitted to return to campus, and what their responsibilities are (34).
- Campuses must identify and enact specific protections for students, faculty, and staff who have medical risk. Vulnerable populations will be advised to stay home (i.e. remote learning for students, remote teaching for faculty, and remote work for staff). CUNY campuses will modify their reasonable accommodation process for vulnerable individuals to self-identify and be verified (11). See Reasonable Accommodation information in Section II.C - 'General.'

Operational Considerations Involving Course Scheduling

- For updated information regarding Instructional Modalities and Course Scheduling please visit [Guidance on Academic Continuity to campuses](#).

Operational Considerations Involving Individuals on Campus

- Before returning to campus, all students, faculty, and staff must complete an online health and safety COVID-19 training. available on [Blackboard](#)
 - Supplemental training may be required for certain audiences (e.g., residential students, supervisors, etc.) (36).
- All individuals on campus should carry a CUNY ID at all times (34).
- Issues with non-compliance with social distancing, hygiene, or safety practices should be reported confidentially to the Coronavirus Campus Coordinator. (34).
 - Campuses will generally rely upon the cooperation of their community in complying with safety protocols in the reopening plans. If necessary, the campus should monitor and intervene to address non-compliance, e.g. first and second instances may receive verbal instruction on the applicable guideline; for staff, this might result in reports to supervisors by public safety staff. A third instance could be met with the same, plus a report to the Campus Reopening Committee to determine whether to restrict the staffer's access and/or departmental access to campus. (18)
- Any time individuals come within 6 feet of another person who does not reside in the same residence (e.g. roommate), acceptable face coverings must be worn. (44)
- Discourage gathering and congregating in communal spaces. (5)

- Designate specific entrances, elevators, and bathrooms for teams or cohorts to limit density and prevent cross contamination where possible.
- If possible, walk or bike to campus. (9)
- Encourage students, faculty and staff who use public transportation or ride sharing to follow CDC guidance on how to protect yourself when using transportation. Additionally, encourage them to commute during less busy times and wash their hands as soon as possible after their trip. (9)
 - While the University cannot ensure the safety of public transportation, the University recognizes that most of the University population relies on public transportation to go to school and work. For this reason, campuses should explore options for staggered work and class hours.
- Campuses must train employees on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings. Such training should be extended to contractors if the campuses will be supplying the contractors with PPE (41). The CDC provides instructional videos on this and many other training needs. Additional information on this can be found in the section on Personal Hygiene.
- Personnel performing screening activities are required to view the NYS screeners' training video (NYS higher education guidance provides that screeners may be trained by employer identified individuals who are familiar with CDC, NYSDOH, and OSHA protocols (41)).
- Campuses must identify how they intend to deliver training to employees.
 - Training will be conducted virtually or will ensure that social distancing is maintained during training (9).
 - Videos available from recognized health organizations can provide essential training material for campuses to use.
- If COVID-19 cases develop, campuses should restrict social contact and mobility across campus particularly in affected areas (e.g. shutting down some functions) (41).
 - Campuses should temporarily move all classes/offices involving an infected individual to online/remote until all contacts can be tested.

Operational Considerations for Vulnerable Populations

- Campuses will evaluate multiple approaches to serving their vulnerable populations, including:
 - Offering options for faculty and staff at higher risk for severe illness (including older adults and people of all ages with certain underlying medical conditions) that limit their exposure risk (e.g., telework and modified job responsibilities)(9).
 - Offering options for students at higher risk for severe illness that limit their exposure risk (e.g. virtual learning opportunities)(9).
 - Having faculty 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, putting in place 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).
- Expanding access to broadband and technology to close the digital divide (4).
- Recording faculty lectures for students to “attend” on their own, with smaller group classes in which professors provide help with homework assignments (23).
- Designating specific hours (e.g. 8:00-10:00am on Wednesday and Friday) to exclusively serving members of the community who belong to a vulnerable population (15).
- Identifying resources for students with learning disabilities or difficulties with remote learning platforms (2).
- Maintaining a skeleton crew in dining halls for food insecure students (25).
- See additional recommendations about [accommodating students with disabilities](#) on the [Considerations for Reopening Facilities & Services in Stages](#) page.

Operational Considerations for Mental Health and Welfare

- See considerations for reopening [mental health services](#) and [health & wellness services](#) at the campuses for more information.
- See CUNY’s [Benefits and Wellness](#) page for additional information.
- Some additional considerations for promoting mental health during this difficult period:
 - Campuses can refer faculty and staff to CUNY’s University-wide mental health trainings to be launched in Summer 2020 (more info soon).
 - Campuses should train and redeploy staff to handle emotional trauma as needed (25).
 - Encourage employees and students to take breaks from watching, reading, or listening to news stories, including social media if they are feeling overwhelmed or distressed (9).
 - Promote employees and students eating healthy, exercising, getting sleep and finding time to unwind (9).
 - Encourage employees and students to talk with people they trust about their concerns and how they are feeling (9).
 - Assess current health and wellness resources available and identify areas to consider augmenting. Campuses can augment health and wellness programs with online single or group wellness or mental health programming, including meditation sessions, healthy eating, exercise, and yoga (17).
 - Campuses can encourage safe spaces on campus where meetings can take place using a social distancing model that does not feel impersonal (17).
 - Recognize signs and symptoms of burnout and provide support to mitigate the possible psychosocial consequences of work in these situations through EAPs or stress debriefing meetings (2).
 - To honor and mourns the CUNY faculty, staff, students, alumni and retirees lost to the COVID-19 pandemic, CUNY has created an [In Memoriam](#) page. Campuses should also provide avenues for recognition of COVID losses (17).
 - Place workshops, mindfulness, and other skill building programs in a virtual environment (2).

- Use free and low-cost resources provided by NYC (17).
- Increase resources for mental health. Partner with the Silberman School of Social Work at Hunter College and other CUNY programs and offer counseling with student interns under the supervision of licensed social workers. Mental health backup can be provided by outside vendors (17).
- Provide health and wellness communications
 - Campuses should ask: "What do you need?" Create a COVID-19 mental health web page. Content should include resources for faculty, staff and students specific to the situation (e.g. caring for elderly parents, children, dealing with isolation) (17).
 - Campuses should create environments that foster open communication by scheduling Zoom check-in forums where employees can express their concerns, ask-questions and receive peer support. Facilitate training for counseling staff who may be willing to fill in. Explore funding opportunities from federal health agencies such as the Centers for Medicare & Medicaid Services, the Health Resources and Services Administration, and the Substance Abuse and Mental Health Services Administration. (17).
 - Information is available to employees about resources, including those accessed through campus human resources personnel, health benefits administrators, union representatives, and websites specified in the guidance (27).
 - Campuses should make the Statewide Mental Health Hotline 1-844-863-9314 available to all members of its community (26).

Operational Considerations for Grading Policies and Academic Support

- See CUNY's recommendations on 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.

Operational Considerations for Student Life

- See CUNY's recommendations on Student Life/Inclusion on the [Considerations for Reopening Facilities & Services in Stages](#) page for the most up to date information on student activities and student orientation.
- Some additional considerations for student life include:
 - Until there is a vaccine or a cure, campuses are strongly encouraged to prohibit public gatherings on campus (18)
 - If a campus nevertheless determines that it should allow some public events on campus, promote social distancing of at least 6 feet between people, limit group size (9) and stagger schedules and develop plans for appropriate physical distancing (18). Campuses will suspend extracurricular programs where physical distancing cannot be met (12).

- Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible – especially with individuals who are not from the local geographic area. (9)
- Athletics must follow guidelines set forth by the CUNY Athletic Conference (see Supplemental Guidelines: “CUNYAC Return to Play” and by the NCAA www.ncaa.org/sport-science-institute/core-principles-resocialization-collegiate-sport (18)).
- For more guidance on athletics and other events, see the American College Health Association document in the References list. (2)

Operational Considerations for Technology

- Update physical classroom and campus infrastructure as needs for online learning evolve
 - Equip/prep classrooms for online learning (25)
 - Create physical spaces on campus for students without access to laptops to do remote learning (25)
 - Augment the capacity of the IT help desk 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 Facilities and Grounds

- Each campus will assign heads of campus facilities responsibility for all academic and administrative buildings to partner with the relevant campus operations staff to identify physical, operational and cleaning protocols that will be needed in accordance with Section II. B, “Hygiene, Cleaning and Disinfection,” of these Guidelines.
 - Major space changes should continue to be processed through existing space renovation processes. (7).
 - Building energy and utility levels will need to be adjusted for occupancy (34).
- Establish cleaning regimens; properly protect and train the custodial staff who conduct the cleaning (4).
- Housing/residence life, custodial, and other support staff are frequently on-call and are often the first responders to the needs of residential students. They need access to PPE, appropriate exercise and break opportunities, defined work schedules with time off as appropriate, and access to psychological/counseling support (2).

Operational Considerations for Reclosing in the Event of an Outbreak

- As mandated by the State, CUNY campuses must develop a plan for shutdown in the event it becomes necessary. Campuses must monitor health conditions to detect infection, with clearly defined measures that will serve as warning signs that infection may be increasing (11).
 - As part of preparation for a worst-case scenario of spread among on-campus residential students, campuses will dedicate space for quarantining suspected cases of COVID-19 (see Section III. B, 'Isolate and Transport Those Who are Sick'). At a minimum, campuses will reserve enough beds to accommodate any student returning to campus from a location with active outbreaks, with additional capacity to isolate students in the event of a campus outbreak. This number will vary by campus based on student populations (20).
- If the local health situation deteriorates or community spread is occurring on campus, the campus will review the situation, consult with the Chancellery/COO's Office, local/state officials and health authorities to determine whether the campus needs to ramp down through the stages set out in Section II.C. 'Staged Reopening.'
- Campuses can develop dashboards to actively monitor the situation on their campus and track the trend of key performance indicators (KPIs) relevant to shutting down such as:
 - External: Relevant regulatory guidelines and infection / health system status (e.g. mandates based on CDC/State guidance)
 - Internal: Infection / health system status on campus (e.g. Spread of infection on campus, Status of resources and infrastructure to combat contagion on campus)
 - Internal: Adherence on campus (e.g. compliance by students, staff, faculty, and local community members) with campus COVID-related policies and procedures)
 - Any data collected must be confidential and in compliance with HIPPA and FERPA.
- In strategy setting, campuses may denote specific trigger levels per KPIs that would warrant shutting down again (25).
- Campuses will adopt protocols for updating students, faculty and staff on the status of health markers across the campus (4).
- Any decisions regarding ramp down will be widely communicated to ensure the safety of the CUNY-wide community. See Section II.D, Communications Plan, for more information about communications expectations.
- Detailed re-closing guidelines are included in the Supplemental Guidelines: 'Draft Reclosing Plan.'

D. Campus Deliveries and Drop-Off

- Campuses will establish designated areas for pickups and deliveries, limiting contact to the extent possible. (41)
 - Public Safety and inventory control staff may instruct certain drivers to stay in the cab of the vehicle while delivery takes place (28).

- To the extent feasible, campuses will limit on-site interactions (e.g. designating separate ingress or egress for employees, eliminating bi-directional flow of individuals to the extent practicable).
- Client waiting areas (e.g. lines, parking areas) will be arranged to maximize social distance among clients and minimize interactions with others in the area.
- Delivery schedules and signs will be displayed at main drop-off and pick-up areas. (15)
- Employees are encouraged to coordinate drop-offs remotely to avoid contact and overlap (15).
- Campuses should provide acceptable PPE and engineering controls (such as Plexiglas separators) for delivery workers and mail room staff for the duration of the delivery process (28).
 - Campuses will require employees to sanitize hands before and after transferring a load (28).
- Non-essential visitors must not be permitted at the workplace, to the extent possible. (41)
 - If visitors or vendors do enter a campus building, they must complete a health screening, see section III.A on Screening and Testing. (41)

II. PLACES

A. Protective Equipment

- Common personal protective equipment (PPE) used to protect employees and others includes masks, face shields, gloves and glasses. (22)
- When PPE will be used:
 - Any time individuals come within 6 feet of another person who does not reside in the same household, acceptable face coverings must be worn (44).
 - Campuses must advise employees, students, faculty, and visitors that they are required to wear face coverings in common areas or situations where social distancing may be difficult to maintain such as riding in elevators, entering/exiting classrooms or student centers, and when traveling around the campus (44).
 - Faculty, staff and students not working in individual offices (i.e. those working in cubicles or on the open floor) must wear masks.
 - Employees must wear face coverings when interacting with clients or coworkers within a 6-foot distance and without a physical barrier (44).
 - Campuses must procure, fashion, or otherwise obtain acceptable face coverings and provide such coverings to their 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.
 - Campuses will have an adequate supply of face coverings, masks and other required PPE 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.
 - Staff performing cleaning and disinfection must use disposable gloves; clean hands immediately after discarding gloves; wear eye protection when there is a potential for splash or splatter to the face; and wear gowns, aprons, or coveralls to protect clothing (18).
 - Other high-risk employee groups that will need PPE (i.e., masks, face shields, glove and glasses) include customer-facing employees, employees who regularly interact with nonemployees, and employees conducting health screenings (22).
 - When sitting in offices or enclosed private workspaces alone, employees do not need to wear a mask or face covering. Employees must avoid touching their eyes, nose, or mouth when removing masks, and wash hands immediately before and after removal (7).
- Face coverings should be cleaned by the user or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded (41). Please consult CDC guidance for additional information on cloth face coverings and other types of PPE, as well as instructions on use and cleaning, including washing and drying instructions. <https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>

- Note that cloth face coverings or disposable masks shall not be considered acceptable face coverings for workplace activities that require a higher degree of protection for face covering requirements. For example, if N95 respirators are traditionally required for specific activities, a cloth or homemade mask would not suffice. Campuses must adhere to OSHA standards for such safety equipment. (41)
- Campuses must allow individuals to use their own acceptable face coverings but cannot require employees to supply their own face coverings. (41, 43) Further, this guidance shall not prevent employees from wearing their personally owned protective coverings (e.g. surgical masks, N95 respirators, or face shields) as long as they abide by the minimum standards of protection for the specific activity (41, 42). The campus may require employees to wear more protective PPE due to the nature of their work. Employers must comply with all applicable OSHA standards. (41)
- Campuses must train employees on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings. (41, 43) Such training should be extended to contractors if campus will be supplying the contractors with PPE. (41, 42) See CDC [guidance](#) for information. CDC videos such as the following can be used for such training purposes: [Instructions on donning appropriate PPE](#).
- Campuses will put in place plans to limit the sharing of objects, such as laptops, notebooks, touchscreens, and writing materials, as well as the touching of shared surfaces, such as conference tables; or, require employees to perform hand hygiene before and after contact or to wear gloves. (41, 42, 43) These plans may include removal of high-touch communal resources from common spaces, and protocols for high-touch surfaces (see Hygiene, Cleaning and Disinfection section below for additional guidance).
- Individuals will wear gloves while handling food products for consumption by others. (43)
- Modifications to the workplace will be made where these are necessary to ensure physical distancing between individuals. (43)

Additional guidance for individual components of PPE follow:

- Masks (Cloth Face Coverings)
 - Campuses must require the use of [cloth face coverings](#) among all students, faculty, and staff (19) when 6 feet distances cannot be maintained. Face coverings must be worn as feasible and are most essential in times when physical distancing is difficult. Individuals will be frequently reminded not to touch the face covering and to [wash their hands](#) frequently. Information will be provided to all students, faculty, and staff on [proper use, removal, and washing of cloth face coverings](#). (9)
 - Note: [Cloth face coverings](#) should not be placed on:
 - Babies and children younger than 2 years old
 - Anyone who has trouble breathing or is unconscious
 - Anyone who is incapacitated or otherwise unable to remove the cover without assistance (9)

- Cloth face coverings are not medical personal protective equipment. (9) Medical grade masks must be reserved for healthcare workers, first responders and those performing higher risk tasks that require close contact.
- 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

- Campuses must ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and NYSDOH, including “[Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#),” and the “[STOP THE SPREAD](#)” poster, as applicable (44). Campuses must maintain logs that include the date, time, and scope of cleaning and disinfection. Campuses must identify cleaning and disinfection frequency for each facility type and assign responsibility. (41)
 - The head of campus facilities (or position designated by the Coronavirus Campus Coordinator) will establish the log, perhaps online, with the required information and instruct housekeeping staff to complete an entry after each cleaning and disinfection activity. The head of campus facilities will determine cleaning regimens for specific spaces and to establish a frequency schedule for each facility type and the housekeeping team assigned to the task. The head of campus facilities will report to the Coronavirus Campus Coordinator regularly on the status of the cleaning regimen and the log.
- Campuses must 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.
 - Make hand sanitizer available throughout common areas. It will be placed in convenient locations, such as at building entrances, and exits. Touch-free hand sanitizer dispensers should be installed where possible.
 - Campuses should remind individuals that alcohol-based hand sanitizers can be flammable and may not be suitable for certain areas of a campus
 - Campuses should place signage near hand sanitizer stations indicating that visibly soiled hands should be washed with soap and water; hand sanitizer is not effective on visibly soiled hands.
 - Campuses will recommend and reinforce handwashing with soap and water for at least 20 seconds. (9)
- Campuses will place receptacles around the institution for disposal of soiled items, including paper towels and PPE. (41)

- Campuses will consider providing disposable wipes to staff and faculty so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before and after use. (41)
- Campuses may choose to provide appropriate cleaning and disinfection supplies for shared and frequently touched surfaces for employees and encourage their employees (or cleaning staffs) to use these supplies following manufacturer’s instructions for use before and after use of these surfaces, followed by hand hygiene. (41) Campuses may provide such supplies for others.
 - To reduce high-touch surfaces, campuses should install touch-free amenities such as water fountains, trashcans, and paper towel dispensers. (41) If installing touch-free amenities is not feasible, campuses will at a minimum, make hand sanitizer available near high touch surfaces (e.g. trash receptacles, paper towel dispensers).
 - Occupants of the campus will be vested with the responsibility for cleaning their own work areas. Campuses will provide workspaces with single use disinfecting wipes and/or multi-surface spray cleaners to support self-servicing of touch points. For college-owned vehicles, drivers should clean and disinfect high touch points on and in vehicles before and after each use. Disinfecting supplies will be stored in each vehicle. (18)
- Campuses must conduct regular cleaning and disinfection of the facilities and more frequent cleaning and disinfection for high risk areas used by many individuals and for frequently touched surfaces. Cleaning and disinfection must be rigorous and ongoing and will occur at least daily, or more frequently as needed. Please refer to NYSDOH’s [“Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19”](#) for detailed instructions on how to clean and disinfect facilities. (41)
- Ensure that materials and tools used by employees are regularly cleaned and disinfected using registered disinfectants. Refer to the Department of Environmental Conservation (DEC) list of products registered in New York State and identified by the EPA as effective against COVID-19. If cleaning or disinfecting products or the act of cleaning and disinfecting causes safety hazards or degrades the material or machinery, campuses must put in place hand hygiene stations between use and/or supply disposable gloves and/or limitations on the number of employees using such machinery. (42)
- Campuses must ensure regular cleaning and disinfection of restrooms (44). Restrooms will be cleaned and disinfected more often depending on frequency of use. (41) Best practices to implement in residential, shared (i.e., communal) bathrooms include, but are not limited to:
 - Physical barriers between showers, toilets and sinks if 6 feet of distance cannot be maintained;
 - Use paper towel dispensers in lieu of air dryers;
 - Where the physical layout of the building permits, designation of communal bathrooms on a residential hall floor for use by specific rooms or individuals may limit cross contamination and assist with traffic control; and/or

- Limit storage of personal items within the communal bathroom, particularly if they are shared by individuals who are not members of the same residences (e.g., roommates).
- Campuses must ensure distancing rules are adhered to by using signage, occupied markers, or other methods to reduce restroom capacity where feasible.
- Campuses are expected to follow CDC guidelines on [“Cleaning and Disinfecting Your Facility”](#) if someone is suspected or confirmed to have COVID-19 (41):
 - Campuses do not necessarily need to close operations, if they can close off the affected areas. (41)
 - Close off areas used by the person who is sick, suspected or confirmed to have COVID-19. (41)
 - Open outside doors and windows to increase air circulation in the area. (41)
 - Wait 24 hours before you clean and disinfect. If 24 hours is not feasible, wait as long as possible. (41)
 - Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19 who is sick, such as offices, classrooms, bathrooms, and common areas. (41)
 - Once the area has been appropriately cleaned and disinfected, it can be reopened for use. (41)
 - Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the work in the area or resume on-campus activities immediately after cleaning and disinfection. (41)
 - If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection will continue. (41)
 - Campuses must provide for the cleaning and disinfection of exposed areas in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces (e.g., elevators, lobbies, building entrances, badge scanners, restrooms, handrails, door handles). (41)
- Refer to NYSDOH’s [“Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure”](#) for information on “close and proximate” contacts.
 - If a worker or visitor was in close or proximate contact with others at the location and tests positive for COVID, immediately notify and cooperate with New York State and City health departments with contact tracing efforts, including notification of potential contacts, such as workers, visitors and/or customers (if known) who had close or proximate contact with the individual, while maintaining confidentiality required. (42)
- Campuses should prohibit shared food and beverages (e.g. buffet-style meals), unless individuals are members of the same household, and reserve adequate space for individuals to observe social distancing while eating meals. (41)

- Campuses should avoid use of furniture that is not easily cleaned and disinfected (e.g., cloth fabric sofas) (42)
- Whenever possible, campuses will increase ventilation of outdoor air (e.g., opening windows and doors) while maintaining safety precautions. (42)
 - Patios or outdoor spaces that allow for open air meetings could serve as a substitute for indoor meeting spaces, weather permitting.

Additional guidance on ventilation and HVAC systems:

- Appropriate physical distancing will vary depending on the quality of ventilation in an area. Outdoors, or where there is good outdoor air ventilation indoors, physical distancing requires at least a 6-foot radius of separation. Where there is less than optimal outdoor air ventilation in an interior space, however, physical distancing should perhaps be given a 10 to 12-foot berth. (18)
- Campuses will identify small, confined spaces, especially those with less than optimal ventilation, and restrict occupancy consistent with public health guidelines. Staff will identify areas that are unsafe for occupancy given the requirements of physical distancing (e.g., too small, no ventilation, bottleneck entry, etc.) and block access to them. (18)
- Where possible, campuses will ensure there is an adequate flow of fresh air to workspaces and optimize the ventilation system settings. Some ways to do this are:
 - Maximize fresh air through your ventilation system. (5)
 - Ensure restrooms are under negative pressure. (5)
 - Ensure that the proper filtration is being used for not only normal office use but also what is recommended to control COVID-19 transmission. (5)
 - Clean and disinfect all HVAC intakes and returns daily. Consider seeking an HVAC professional and see American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) updates for more information. (5)
 - Upgrade ventilation per OSHA guidance to remove aerial antigens. (25)
- If fans such as pedestal, desk or hard mounted fans are used, take steps to minimize air from fans blowing from one person directly to another. NOTE: A desk fan is capable of creating an airflow that can still have an effect on smaller droplets. While the droplets might not spread as far via a desk fan, depending on the office configuration and fan direction, they can still spread to nearby individuals. (5)
 - If fans are disabled or removed, employers should remain aware of, and take steps to prevent, heat hazards. (5)
- Consider maintaining HVAC system operation for maximum space occupancy to allow for maximum fresh air supply, regardless of reduced occupancy within the space. (36)

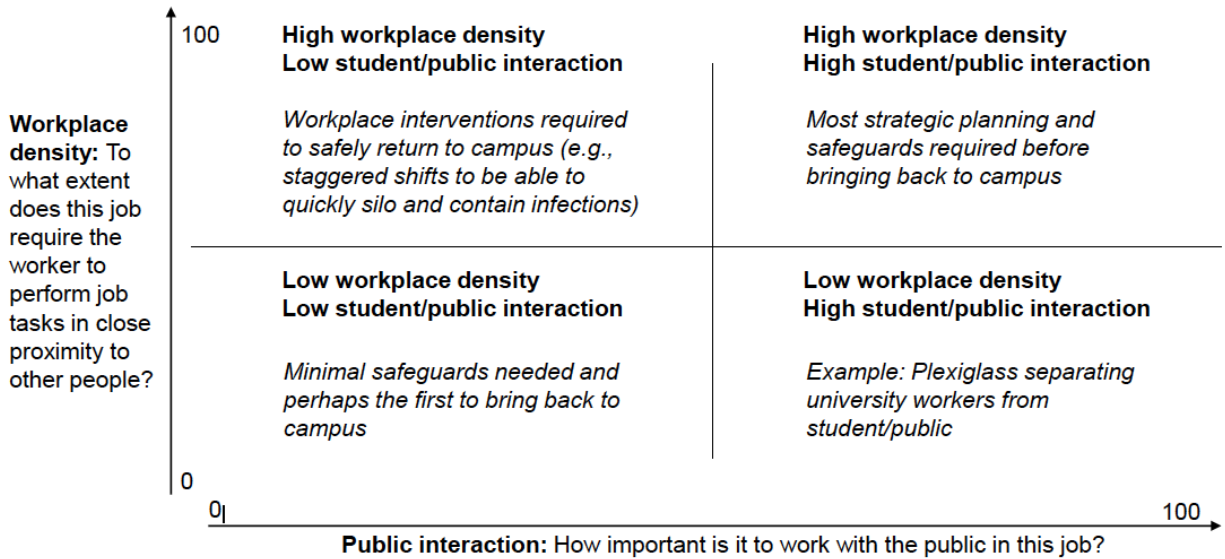
C. Staged Reopening

General

- Campuses must designate a campus safety monitor whose responsibilities include continuous compliance with all aspects of the campus's plan. The Campus Coronavirus Coordinator will fulfill this role.
- Per NYS Guidelines, campuses are encouraged to phase-in reopening activities to allow for operational issues to be resolved before activities return to normal levels.
 - Campuses should consider limiting 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 telework/telecommuting policies, flexible learning/grading policies, etc. (41)
- Transitioning between stages should be condition-based and assessed through a periodic risk analysis (25) (as described later in this section, and in the Supplemental Guidelines: 'Additional Planning Guidance for Staged Reopening'). Reopening stages (or reclosing stages in the event of an outbreak scenario) should be based upon up-to-date information about the health of the CUNY community as reported in daily liaison reports and consultations with State and local health officials. On campus activities from any present stage must be able to shut down quickly if a return to an earlier stage is required. Should public health conditions change for the worse in any stage, activities will be ramped down accordingly as described in 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 campus 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. For example, campus plans should 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).
- Prior to commencing reopening, CUNY campuses must 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, CUNY campuses must enforce strict social distancing, use of PPE and cleaning protocols (11).
- Throughout any staged return to campuses, 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).
 - CUNY campuses are committed to providing reasonable accommodations and academic adjustments to allow qualified individuals the opportunity to participate in programs, activities and employment (See: [Reasonable Accommodations and Academic Adjustments](#)). Campuses will grant reasonable accommodations to students, faculty and staff related to COVID-19 and streamline or automate the existing mix of approaches to accommodations, as needed, to handle the volume of COVID-19-related accommodation requests.
- Throughout any staged reopening process, campuses will consider a number of reopening approaches for deciding how to expand on-site instruction (25). Please refer to the [Guidance on Academic Continuity to campuses](#) page for the most up to date information.
- In addition to staging guidance provided in these Guidelines and in [Guidance on Academic Continuity to campuses](#), campus reopening plans should reference relevant “industry-specific” guidelines provided by the NYSDOH and available on the [New York Forward website](#). These industry specific guidelines cover operations of dining halls, research, office workspaces, transportation, bookstores and retail stores, gyms and fitness centers, and others, as applicable to the broad array of services offered by each campus. (41)
- Campuses may need to develop specialized plans for specific populations, including:
 - Specialized plans for students who are at increased risk due to the occupational nature of their studies. Examples include health-professional students and students engaged in out-of-classroom or community-based instruction. Ensure students are provided with adequate PPE, supervision, and other protections based on their risk. (2)
 - Specialized plans for courses and instruction that do not permit physical distancing and/or involve activities of higher risk. Examples include dance, theater, performing arts, laboratory and clinical experiences. (2)
- Each campus’s decision-making around resumption of activities in any stage should be risk based. A risk matrix comparing workplace density and the degree of student/public interaction can help your campus assess the risk of each function and help administrators determine who to bring back to campus any each stage.
 - Early stages should be limited to members of the University workforce engaged in activities with low levels of workplace density and low levels of student/public interaction.

- Regardless of safety, there are some occupations that are likely not necessary on campus until students return (e.g., Resident Advisors) (25).
- Sample risk matrix for determining who to bring back on campus (25):



- The quadrants in the table above can inform a staged reopening process for faculty and staff on CUNY campuses, i.e. activities in the bottom left quadrant can occur early on campuses, activities in top left and bottom right quadrant can be ramped up on campuses, and activities in the top right would be expected to be the last to resume on campus. For additional considerations on where various functions fall within this risk-based return to campuses, see Supplemental Guidelines document: ‘Additional Planning Guidance for Staged Reopening.’
- In addition to following the risk-based approach described above, a campus 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.
- CUNY has provided considerations for campuses on the staged reopening of:
 - [libraries](#),
 - [research laboratories](#),
 - [clinical placements](#),
 - [campus childcare centers](#),
 - [health & wellness services](#),
 - [mental health services](#),
 - [travel](#), and
 - student life / inclusion (as it relates to [student activities](#), [student orientation](#), accommodating students with disabilities, and [interfaith programs & campus ministries](#)).

- 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.
- Suggestions for Specific Areas (11) (Note: Campuses should check industry-specific guidelines where appropriate, as described above in Section II.C. 'General'):
 - In-person Courses – Please refer to the [Guidance on Academic Continuity to campuses](#) for the most up to date information.
 - Transportation – open with strict physical distancing and public health and disinfecting protocols; no more than ten people allowed on any campus bus at one time in the early phases.
 - Public Events – not allowed early on; then follow public health protocols
 - Large Venues and Events (where safety measures cannot be guaranteed) – closed and cancelled until public health protocols allow
 - Educational Camps – closed initially then open with physical distancing and public health protocols
 - Dining – initially suggest take-out and delivery only with no open buffets; later open with physical distancing and public health protocols
 - Sporting/Training Facilities – follow public health guidelines
 - Theatres – initially suggest closed; then move to open with physical distancing and public health protocols; consistent with state guidance on assembly size.
 - Residence Halls – limited opening with physical distancing and public health protocols; isolation and quarantine units with private baths identified
 - Gyms and Fitness Centers, including Pools – initially closed then move to open with strict physical distancing and public health protocols
 - Retail/Bookstore – option to open consistent with restart plans in the region for retail
 - Construction – continued with strict physical distancing and public health protocols
 - Maintenance – regular, continue with detailed cleaning in place.
- 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 of a physical distancing plan for each course offered by a college. This must 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: face coverings, 6 feet of physical distancing, cough/sneeze etiquette, hand hygiene.
 - Provisions for hand sanitizer and enhanced cleaning.

D. Communications Plan

- Campuses will develop a communications plan for students, parents or legal guardians, employees and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with updated information. (42) (43). The Chancellery and the Provost's Office will continue to communicate CUNY-wide information and policy via CUNY's Coronavirus Update page, while campuses will communicate information specific to their community.
- Campuses will engage with their community members (e.g. employees, students, interested organizations) when developing their reopening plans. Plans for reopening will identify who were the groups of people involved and engaged throughout the process.
- Various elements of campus reopening plans will need to be communicated to CUNY stakeholders, particularly students, faculty and staff. Campuses will have flexibility to release messaging specific to their plans.
 - Campus communications will be made available/archived in a single location on campus websites and will acknowledge CUNY's Coronavirus Update page: <https://www.cuny.edu/coronavirus/>.
- Campuses should appoint their senior communications leader to coordinate all COVID-19 related communications and to coordinate with their Campus Coronavirus Coordinator and the Chancellery/COO's Office. (37).
- Campuses will utilize a variety of methods/platforms for communicating with students/faculty/staff (e.g. developing webpages, emails, texting, social media and other options to share instructions, training, signage and information) (5)(42). See CDC communications resources which provide a social media toolkit, print material, videos, etc., at: <https://www.cdc.gov/coronavirus/2019-ncov/communication/index.html>.
 - Campuses should use different communication tactics for each stakeholder group (25)
 - Administrators, department leaders, faculty, staff: email, virtual forums/town halls
 - Students and parents: email, texting, social media, virtual forums/town halls, website/hotline
 - Alumni: email, website/hotline
 - Local community: email, social media
- Once established, use communications channels consistently as a means to provide updated information.
- Campuses will adopt a communications approach that emphasizes transparency that is customized to the campus:
 - Communicate to students/faculty/staff what is being done to mitigate the spread of COVID-19 (e.g., disinfection routine, health policies for staff, and health & safety measures in place) (5).
 - Communicate to faculty and staff any required training to help them adjust to new campus behaviors (23).

- Communicate plans for reopening and drive adherence to new protocols within those plans. (Information and guidance for students and their parents also will be essential) (23).
- Establish formal and informal routes of communication for employees to express concerns, questions, comments, and feedback (5).
- Campuses must train all personnel on new protocols and frequently communicate safety guidelines (42).
- Campuses will encourage all students, faculty, staff and visitors to adhere to CDC and NYSDOH guidance regarding the use of PPE, specifically face coverings when a social distance of 6 feet cannot be maintained, through verbal communication and signage. (42) (43).
- Coronavirus Campus Liaisons have responsibility upon the identification of positive cases to immediately notify the SVC for Institutional Affairs and the Campus Coronavirus Coordinator. The Campus Coordinator will ensure that the local/State health officials are immediately notified and will work with the reopening Committee and the Chancellery/COO's Office on subsequent communications. The Liaisons will receive, collate and distribute information about the health of the campus community as compiled from the NYS daily health screening template (including data on positive cases) (see Section III.A. 'Screening' for additional information about the template). Coronavirus Campus Liaisons will provide information on the health of the campus community to the SVC for Institutional Affairs and the Campus Reopening Committee, which can then prepare communications as needed. Campus Reopening Committees will be responsible for answering questions from students and faculty regarding COVID-19 health emergency and plans put forward by the institution. (41)
 - Campus Reopening Committees will work closely with the Chancellery/COO's Office to monitor health conditions and jointly develop monitoring strategies. (41)
 - The Campus Reopening Committees will also work closely with the Chancellery/COO's Office to coordinate with local health departments, as needed, and other higher education institutions
- Signs will be posted in high visibility areas inside and outside of each building (including common areas, restrooms, shared office spaces, classrooms, etc.), such as signs provided by CDC on promoting everyday protective measures and describing how to stop the spread of germs, properly washing hands and properly wearing a cloth face covering) (9) (43).
 - The signs will be used to communicate:
 - Reminders of proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols;
 - Specific room or space occupancy limits, if applicable; and
 - Additional precautions that must be observed for unique spaces
 - Find freely available CDC print and digital resources on CDC's [communications resources](#) main page (9).

- Floor markings or barrier tape may be used where necessary to promote physical distancing (36). For more information on signage see Part 1, Section I. A ‘Physical Distancing,’ and Section I.B ‘Guidance for Specific Spaces.’
 - Note: For directional signals or floor markings in hallways to work, faculty, staff and students must keep such areas clear from gatherings.
- Campuses should announce via email their campus policies, as well as the existence and application of departmental safety plans and the campus-wide plan. Safety plans must be conspicuously posted in applicable public places on campus.
- Public Safety personnel should be trained on campus policies and safety plans, as well as their enforcement, including identifying and recording violations and how to manage non-compliance. (18)(41)
- Where campuses operate in rented spaces, campus communication plans should note the need to work with building management to help facilitate any building-wide communications. (41)
- Campus communications plans will require that anyone receiving essential visitors expected to enter the site will provide the head of campus facilities with a log of those essential visitors expected to enter the building (41) and coordinate with building management regarding screening. This will enable screening and tracing processes as described in Section III.
- Crisis-specific principles to guide all messaging:
 - Communicate clearly, simply, and frequently (25)
 - Focus on best practices, what people should do, not what they shouldn’t do
 - Tailor messaging to specific groups
 - Repeat health risk-related messages multiple times
 - Messaging about preventing deaths is more effective than messaging about saving lives
 - Choose candor over charisma (25)
 - Focus on facts and transparency
 - Engage stakeholders and share your experience
 - Revitalize resilience (25)
 - Celebrate the positives
 - Give people ways to contribute
 - Reinforce a common social identity
 - Distill meaning from chaos (25)
 - Set clear goals and be accountable
 - Respond to criticism constructively

III. PROCESSES

A. Screening and Testing

Campuses must designate a 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. The Coordinator is responsible for receiving (from Coronavirus Campus Liaisons or other health care personnel), and attesting to having reviewed, all screening activities. The Liaison is the party who will receive, compile and report COVID-19 exposures, either via the submission of the NYS Daily Health Screening Template (described below under 'Screening'), or via campus screeners if an in-person screening is completed on campus. (41)

Returning to Campus

The following protocols are to be established and publicized prior to the approved return of students, faculty and staff to their campus, and strictly enforced thereafter.

- Employees who are sick must stay home or return to home if they become ill at work. (41, 42)
 - Make sure that faculty, staff, and students know they must not come in to work if they are sick, and must notify CUNY officials (e.g., Coronavirus Campus Liaison via the template) 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).
- Any student, faculty, or staff member diagnosed with COVID-19 by their healthcare provider must notify the Coronavirus Campus Liaison via the template (36).
- Before returning to campus, students, faculty, and staff who have been sick with COVID-19 symptoms, tested positive for COVID-19, or have been potentially exposed to someone with COVID-19 must follow CDC guidance to self-isolate or stay home (9).
- Campuses should remain aware that quarantine of students, or employees may be required after travel, per current CDC and NYSDOH guidance. (41)

Screening

- Campuses must implement mandatory regular NYS health screening template of their employees, students and, where practicable, scheduled visitors (e.g., on-campus tour groups), but such screening shall not be mandated for delivery personnel (41, 43).
 - Employees reporting to work on campus must be screened on a daily basis (41).
 - Students must be screened periodically as determined by the campus but are not required to be screened on a daily basis (41).
 - Unscheduled campus visitors (e.g. members of the public allowed to use campus facilities) should, if feasible, have to complete the template on-site and will be asked to do so before entering a building.

- Screenings must identify individuals who should be further tested and prevent employees from intermingling in close contact with each other prior to completion of the screening (43). The NYS health screening template asks the required three questions as to whether the individual has: (41, 42)
 - (1) Knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19;
 - (2) Tested positive for COVID-19 in the past 14 days; and/or
 - (3) Has experienced any symptoms of COVID-19 in the past 14 days. Refer to CDC guidance on “Symptoms of Coronavirus” for the most up to date information on symptoms associated with COVID-19.
- Screening template will be conducted remotely via an online link before the individual arrives in-person to campus or work (at or near the beginning of each work or school day), to the extent possible. (43)
 - Campuses will utilize the NYS Daily Health Screening Template (or a checkbox template modified for CUNY use). Data from the template will be gathered similarly to the data gathering process used by Coronavirus Campus Liaisons.
 - The information from the template will need to enable contact tracing, and should allow the campus to provide the individual with resources on health care and testing, if applicable.
 - The data gathered from the screening template will be reviewed by CUNY Legal for compliance with the relevant provisions of the Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA).
 - The template link can be shared via email and linked or embedded on CUNY and campus websites.
- If an individual answers “yes” to any of the screening questions, the individual is instructed to return home. The campus screeners must immediately notify the Coronavirus Campus Liaison of any affirmative responses.
 - Any individual who screens positive for COVID-19 symptoms must be sent home to their residence or to the designated isolation or quarantine location with instructions or arrangement for health assessment and testing (41, 42).
 - 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). Campuses will also provide the individual with information on healthcare and testing resources, if applicable (41, 42).
- In addition to daily screenings, campuses must require individuals to immediately disclose if and when their responses to any of the aforementioned questions changes, such as if they begin to experience symptoms, including during or outside of work hours. Campuses must direct individuals to use the health screening template to self-report symptoms, in addition to notifying their supervisor or advisor (41).

- Campuses must identify clearly defined measures that will serve as warning signs that infection may be increasing beyond an acceptable level. See Section I.C., ‘Operational Considerations for Reclosing in the Event of an Outbreak.’
 - Campuses in consultation with the Chancellery/COO’s Office may choose to scale back operations prior to instituting a campus-wide shutdown to help mitigate a rise in cases.
- In addition to the screening template, temperature checks may also be conducted as a screening method, with those identified as having a fever asked to leave campus and advised to get a COVID-19 test. (Note that NYS Guidelines for Return to Work by Employees require screenings to include temperature checks with a no-touch thermometer.) Such temperature checks must be conducted per [U.S. Equal Employment Opportunity Commission](#) or [DOH guidelines](#) (41, 42). If campuses implement temperature checks, the following guidelines must be adhered to:
 - Campuses are prohibited from keeping records of employee health data (e.g. specific temperature data of an individual on a given date or time).
 - Campuses must ensure that any personnel performing in-person screening activities, including temperature checks, are appropriately protected from exposure to potentially infectious employees or visitors entering the facilities. (41)
 - Personnel performing screening activities must be designated and must be a supervisory-level employee or a health care professional. Screeners will be trained using the NYS provided training video (the NYS higher education guidelines allow the training to be done by employer-identified individuals who are familiar with CDC, NYSDOH, and OSHA protocols (41)).
 - On-site screeners will be provided with and use PPE, including at a minimum, an acceptable face covering or mask, a single pair of disposable gloves and may include a gown, and/or a face shield.
 - Gloves do not have to be changed between people unless ripped or soiled.
 - Coordinate with building managers to facilitate screening. (41)
- Campuses must ensure they are following all screening procedures as recently implemented at CUNY and outlined in the guidance, including instructions to employees on when to return home and when to return to work. (43)
- Screeners must maintain a record of all staff who are screened, as well as if screening was passed or if the staff member was instructed to return home, provided no other health information is recorded or maintained. The Coronavirus Campus Liaison will receive this information electronically (as will the SVC for Institutional Affairs). The Liaison will secure, review and provide this information to the SVC for Institutional Affairs and the Campus Reopening Committee. (43) When not directly in use, all hard copy screening records will be kept in a locked office or drawer. Electronic records will be appropriately protected.
 - Records must be secured and reviewed on a daily basis. (41)
- Coordinate with building managers to identify individuals who have completed a remote screening (42).

- Screen individuals at or near building entrance to identify potentially symptomatic visitors (42).

Testing

- Students, employees, and staff are encouraged to utilize New York City's free COVID-19 testing centers. For more information, see: nyc.gov/site/coronavirus/get-tested/covid-19-testing.page.
- Residential campuses may require the students, faculty, and student-facing staff who live or work in the dorms to get tested for COVID-19 using a diagnostic (molecular) test prior to or upon arrival (42).
 - It is recommended, at a minimum, that campuses test students who are arriving from other states and countries get tested upon arrival (42).
 - The best practice is to re-tests these individuals 7 to 14 days after arrival, or upon development of symptoms (42).
 - Individuals who become symptomatic, but who have a negative COVID-19 test result, should continue to stay home or in isolation while they are sick and should consult their health care provider about the need for additional testing and when to resume normal activities.
 - In residential campuses, the campus will determine whether to separate students upon arrival until they can be tested, and the test results return negative (42).

B. 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.
- In the case of an individual testing positive, campuses must develop plans with local health departments to trace all contacts of the individual in accordance with protocols, training, and tools provided through the New York State Contact Tracing Program (42). Confidentiality must be maintained as required by federal and state law and regulations (42). Campuses must cooperate with state and local health department contact tracing, isolation, and quarantine efforts.
 - If feasible, campuses 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).
 - Campuses should partner with local health departments to train staff and students to undertake contact tracing efforts for on-campus populations (25).

- State and Local health departments will implement monitoring and movement restrictions of infected or exposed persons including home isolation or quarantine (42).
- Campuses must ensure that reporting plans are in place for individuals who are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted to such exposure via tracing, tracking or other mechanism (42). 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

- Campuses will refer to NYSDOH's "[Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure](#)" regarding protocols and policies for employees seeking to return to work or class after a suspected or confirmed case of COVID-19 or after the individuals have had close or proximate contact with a person with COVID-19 (42).
- Campuses will establish close contacts with local health departments and establish a relationship with healthcare systems in the area for treating students and community members (11).
- Campuses should consider expanding campus health resources, including isolation rooms for students identified with COVID-19 symptoms (4).
- Campuses will establish (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. Campuses will follow CDC's Guidance for Shared or Congregate Housing for those that live in campus housing (9).
- Campus administrators and healthcare providers will identify an isolation room, area, or building/floor (for on-campus housing) to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms. Campus provided healthcare providers will use Standard and Transmission-Based Precautions when caring for sick people. See: What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection (9).
- Campuses must establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. If you are calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19 (9).
- For residential campuses, case management of all persons with COVID-19 symptoms and/or diagnosis and all persons under quarantine after exposure, must include

placement in isolation/quarantine housing for 14 days, psychological support, support for basic needs, and ongoing monitoring while isolated (2). Campuses should have a plan to detect early warnings of an infection surge and a shutdown plan in place to respond rapidly (11).

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 and self-monitor for symptoms, and follow CDC guidance if symptoms develop (9).

Tracing and Enhanced Cleaning

- If someone is sick and being tested for COVID-19 or has tested positive for COVID-19, the following actions 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 template (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. Quarantine ends when:
 - 14 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 for tracing the occupant's behavior. Campuses should 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).
- Campuses must trace the areas where the positive occupant was present, when communicable, and, in consultation with the Chancellery/COO's Office, as well as

college facilities, public safety, and affected departments, develop a disinfection plan. Staff will close off affected areas, open windows where possible, and wait at least 24 hours after the positive occupant was present before beginning cleaning and disinfection. Staff will follow enhanced cleaning for prevention guidance outlined above and wear full PPE. If an outside contractor is used for cleaning instead, the campus should obtain in writing the following information: scope of work, cleaning methods, re-occupancy guidance, products used, and associated product safety data sheets (18).

- Campuses must communicate the scope of enhanced cleaning and disinfection with facilities, public safety and affected departments, including subsequent restrictions on accessing areas and applicable signage. Campuses will also determine campus community notification (18). Please see Section I.B 'Guidance for Specific Spaces,' for more information on isolation spaces.

IV. INSTITUTION PLANS

- Campus plans must reflect engagement with campus stakeholders and in accordance with the minimum requirements in these Guidelines, cover: 1. reopening of the campus; 2. monitoring of health conditions; 3. containment of potential transmission of the virus; and 4. shut down of in-person operation on the campus, if necessitated by widespread COVID-19 transmission.
 - Campuses must submit plans to the Chancellery/COO's Office. The Chancellery/COO's Office will directly contact each campus regarding approval of their submitted plans.
 - Campuses must conspicuously post completed reopening plans for employees and students to access (44).
- Per the New York State Reopening Guidelines for Higher Education, campuses must submit an affirmation that they have read and understand the higher education guidelines (44).
 - The NYS Guidance, while embodied in these Guidelines, can be found at: https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Higher_Education_Detailed_Guidelines.pdf
 - At this link, affirm that you have read and understand your obligation to operate in accordance with this guidance: <https://forms.ny.gov/s3/ny-forward-affirmation>
 - Note: Campuses must confirm to the Chancellery/COO's Office that they have completed this affirmation prior to submitting reopening plans to the Chancellery/COO's Office.
- Additional safety information, guidelines, and resources are available at:
 - NYSDOH Novel Coronavirus website
 - <https://coronavirus.health.ny.gov/>
 - CDC Coronavirus (COVID-19) website
 - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
 - OSHA COVID-19 website
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 - American College Health Association website
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