



Reopening Plan

September 2020

Table of Contents

Part 1: OVERVIEW.....	5
A. Introduction	5
B. Governance	5
C. Local Health Conditions/Triggers for Reopening.....	7
D. About Us	7
Phased Re-Occupancy - Hostos Community College	8
Operational Activity	10
Teaching and Learning	10
Library Services	11
Study Rooms on Campus	11
Technology Supports.....	11
Student Tech Support	12
Student Support Services.....	12
Support Services Communication.....	13
Mental Health and Welfare	14
Student Engagement.....	14
PART 2: REOPENING PLANS.....	15
I. PEOPLE	15
A. Physical Distancing	15
Distancing and Masks.....	15
Limit Occupancy and Congestion	15
Reconfigured Floor Plans.....	16
Signage	16
B. Gatherings in Enclosed Spaces	17
General Guidance for Enclosed Spaces	17
Specific Spaces	18
C. Operational Activity.....	24
General Considerations	24
Operational Considerations for Vulnerable Populations:	25
Operational Considerations for Reclosing in the Event of an Outbreak:	26
D. Campus Deliveries and Drop-Off.....	26
II: Places.....	26

A. Personal Equipment	26
B. Hygiene, Cleaning and Disinfection	29
C. Staged Reopening.....	31
D. Communications Plan	33
III. PROCESSES	35
A. Screening and Testing	35
Returning to Campus.....	35
Screening:.....	36
Testing	37
B. Tracing and Tracking.....	37
Tracing.....	37
Tracking	38
Isolate and Transport Those Who are Sick	38
Notify Health Officials and Close Contacts	38
Tracing and Enhanced Cleaning.....	38
IV. INSTITUTION PLANS.....	39
References.....	41
Attachments	43
Attachment A: Physical Distancing Plan	44
Attachment B: Signage Plan	48
Building Entrances.....	49
Lobbies and Hallways.....	49
Elevator Lobbies and Elevator Cars.....	50
Staircases	50
Bathrooms.....	50
Classrooms, Computer Labs, Library, Offices, Meeting Rooms	50
Receiving Area.....	51
Additional Areas.....	51
Attachment C: COVID-19 Protective Equipment Requirements.....	59
Attachment D: Cleaning and Disinfection Plan	62
Attachment E: Phase in Plan.....	67
Phased Re-Occupancy.....	69
Attachment F: Reclosing / Ramp Down Plan	73

Attachment G: Communication Plan	83
Key Messages	84
Communications by Focus Area	84
Timeline.....	90
Attachment H: Screening Plan.....	92
Attachment I: Campus Reopening Committee Members.....	96
Coronavirus Campus Coordinator, Coronavirus Campus Liaison, and the Campus Reopening Committee	97
Attachment J: Affirmation Form	99

Part 1: OVERVIEW

A. Introduction

Hostos Community College is committed to promoting the health and welfare of all those working at or visiting the campus. In March 2020, the COVID-19 pandemic prompted a State-wide “Pause” that resulted in a nearly complete shutdown of campus services, operations and construction projects to help limit the transmission of the virus. During this time, the College transitioned to off-campus teaching, learning and remote work for all but essential safety, physical plant, custodial and business continuity staff.

Hostos Community College’s reopening plan has been developed based on CUNY Guidelines for Safe Campus Reopening; it embodies the most recent New York State guidance for Higher Education, which define both mandatory and recommended actions, as well as best practice recommendations from a myriad of other sources. The **Hostos** Campus Reopening Committee is made up of a diverse group of members of the **Hostos** Community. (See Attachment I for a list.) This plan focuses on Phase One of the reopening process.

This document follows the outline developed by New York State, detailing general plans 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**.

As the College closely monitors the implementation of the first phase, modifications to the plan may be made to increase efficiency as needed. The remaining phases will follow phase one requirements and will be modified accordingly, to safely and effectively incorporate the next phase into the College’s operations plans. All reopening activities will be phased-in to allow for operational issues to be resolved before activities return to normal levels.

Guiding Principles

Limiting in-person interactions and the duration of those interactions will reduce the spread of the virus. All campus decisions will be made to ensure:

- The safety and well-being of our students, faculty and staff, and their families;
- The student experiences, education, academic progress and success of our students;
- Accurate data, information, status and training is made available to the community;
- Compliance with CUNY, government and business best practices; and
- Sustainability and the use of environmentally friendly materials and processes whenever possible.

B. Governance

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

College Interim President Daisy Cocco DeFilippis has identified the Senior Vice President for Finance & Administration, Esther Rodriguez-Chardavoyne, as the Campus Coronavirus Coordinator to:

- Serve as the campus safety monitor, responsible for ensuring continuous compliance with all aspects of the campus’ reopening plan.
- Assist and coordinate with the work of the Campus Reopening Committee and serve as the primary conduit between the campus and CUNY Central on reopening-related matters.

- Receive information from the Coronavirus Campus Liaison (Director of Environmental Health & Safety, Diahann McFarlane) 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, and safety practices.
- Support the work of heads of campus facilities, as described in CUNY Guidelines for Safe Campus Reopening, dated July 16, 2020, Part 1, Section I. C, “Operational Considerations for Facilities and Grounds,” to support the identification and implementation of physical, operational and cleaning protocols.
- Designate roles and responsibilities as indicated throughout these Guidelines.
- Following internal campus-level review of reopening plans, 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 responsible to local health conditions and continuously monitor and modify the reopening approach as needed.
- On campus activities will 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 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 Guideline: ‘Coronavirus Campus Liaisons. Letter and Data Gathering Process’). Liaisons will provide this report to the SVC for Institutional Affairs and the Campus Reopening Committee.
 - 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.
 - The college will follow state guidance to mitigate spread if the campus infection rate meets the established threshold. If the threshold is reached, the college will switch to remote learning for two weeks and further decisions will be made in consultation with state authorities. As of August 27, 2020, the threshold is set at 100 cases or 5% of the college population, whichever number is smaller.
 - All data must remain confidential and in compliance with HIPPA and FERPA guidelines.

- This information will be used by the Chancellery/COO's Office when considering campus plan approvals and by the Campus Reopening Committee working with the COO's Office when modifying the reopening approach.
- After two weeks of operating under the new reopening plan, departments must report back to the Campus Reopening Committee/Campus Coronavirus Coordinator on how operations are working, with suggested revisions to the plans. The Campus Reopening Committee/Campus Coordinator, working with the COO's Office, and responsive to local health conditions, may then modify the reopening approach.

C. Local Health Conditions/Triggers for Reopening

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

D. About Us

Hostos Community College was founded in 1968 in response to a demand for higher education in the South Bronx. The area offered few existing buildings suitable for educational facilities; as a result, the College was initially located in a converted tire factory and expanded into a former office building at East 149th Street and the Grand Concourse. In 2012, the CUNY Board of Trustees approved a Master Plan Amendment calling for the development of a new facility to alleviate overcrowding in the existing facilities and to enable a program of renewal for the campus. The creation of state-of-the-art labs for the College's flagship Allied Health and growing STEM programs as well as the need for spacious, modern classrooms are at the core of this master plan. While the College awaits funding to construct this new facility which will begin to address the College's space deficit and facilitate a reorganization of space to maximize adjacencies and efficiencies, the South Bronx neighborhood has been undergoing a construction boom. The University, in recognition of the cramped quarters which has inhibited the growth of the College's highly successful ASAP program, has contracted with a nonprofit housing developer to lease a floor in a 26-story building under construction on the former site of the historic PS 31; occupancy is slated for Fall 2022. These important developments acknowledge the overcrowding on campus at a time when physical distancing has become paramount for the health and safety of our community.

Occupancy

In the Fall of 2019, the College had 670 full-time staff and 858 part-time staff. When this report cites 25% or 50% of the normal staffing levels, it is referring to the occupancy of a particular space or office during normal operations. As the total employee headcount is approximately 1,528 (Fall 2019) during normal operations, a 25% occupancy level will result

in an on-campus employee population of 382 or fewer. A 50% occupancy level will result in a campus employee population of 764 or less on campus at any given time.

The Fall 2019 student population was approximately 7,120 total students with a full-time equivalent (FTE) of 4,709. The student population on campus during Phase 1 will be restricted to the following: those enrolled in essential hands-on training courses; and those who need on-campus assistance from a student service office (e.g. Financial Aid, Admissions, Student Success Coaches, ASAP Advisers, etc.) and have scheduled an appointment. Some walk-ins may be allowed.

Room occupancy guidelines of 113 square feet per person and physical distancing guidelines of 6 feet separation between people will be practiced throughout the campus.

Phased Re-Occupancy - Hostos Community College

Central to the College safety plan is a phased and controlled re-occupancy. Movement between phases will be determined by Hostos, in consultation with the Governor and the Chancellor. At each phase the Campus Coronavirus Coordinator will assess the conditions and activities planned to ensure that increased occupancy will remain within physically distanced spaces.

Metrics to be used as conditions for reopening include:

- physical space availability and capacity while maintaining social distance;
- availability of PPEs and our ability to maintain the college's supply;
- community spread, using the [New York Forward Percentage Positive Results by County Dashboard](https://forward.ny.gov/percentage-positive-results-county-dashboard) (<https://forward.ny.gov/percentage-positive-results-county-dashboard>) to monitor the local community infection rate.

To facilitate re-occupancy, the College has categorized the following groups in the following manner for phased re-entry:

RE-OCCUPANCY PHASE	OCCUPANCY	EMPLOYEES	FACULTY	STUDENTS
0	Essential Staff and Operations Only	Employees and Contractors performing essential activities are working on campus; all other employees will continue working remotely.	Faculty performing on-campus instruction permitting on-campus during those instructional periods	Only those students taking essential hands-on or testing that must be in person are allowed on campus.
1	Maximum occupancy: 25% of socially distanced occupancy	Additional employees and contractors will return to campus as departmental plans are approved so that they may prepare for opening the campus to students.	Faculty may visit by pre-approved appointment to pick-up instructional materials; Limited on-campus Faculty.	Students taking essential labs or hands-on training are allowed on campus. Students who need on campus assistance from a student services office (e.g. financial aid, admissions, advisement etc.) should make an appointment to visit campus, but walk-ins will be allowed.

2	Maximum occupancy: 50% of socially distanced occupancy	Remote work may occur as part of each department's plan to meet the College's needs and comply with City and State guidelines.	Faculty Department's may work on-site in accordance with the approved Department plan	Students begin returning to campus (i.e., students requiring face-to-face support are allowed back on campus by appointment) while minimizing walk-in traffic.
3	Maximum occupancy: 75% of socially distanced occupancy	Standard employee operations have resumed. HR will work with employees seeking a reasonable accommodation due to health and safety concerns	Standard Instructional operations have resumed. HR will continue to work with faculty who may request reasonable accommodations	Students are welcomed back in a reduced capacity in adherence with County and State guidelines.
4	Fully Reopened at 100% Capacity of socially distanced occupancy	Standard employee operations resumed with increased on-campus walk in services available	Standard instruction resumes with access to on-campus services and facilities	Students welcomed back at full capacity with access to on-campus services and facilities – Students from other campuses may utilize the library and services

Phase I Occupancy

Essential Staff who have been on campus during the Pause, will be joined by employees returning to campus as departmental plans are approved and preparations are made for the gradual reopening of the campus. Employees will work staggered schedules, managed by Departmental Directors and in accordance with physical distancing guidelines. Student Services offices (i.e. Financial Aid, Admissions, Bursar, Advisement, Registrar, etc.) will be staffed with 1 -2 employees during normal service hours to ensure that students reaching out to the College are able to reach staff.

Select Allied Health Classes will be conducted on campus in the A and B Buildings. In the B Building, the Dental Clinic (1st Floor) and Smart Classrooms (5th Floor) will be in use; in the A Building the Rad Tech Lab (4th Floor), the Nursing Labs (4th Floor) and Smart Classrooms (3rd, 4th and 5th Floors) will be in use. Allied Health chairs and coordinators have developed rigorous plans to monitor capacity and physical distance and to ensure that all spaces are cleaned on a regular COVID-19 disinfecting schedule.

The Library (A Building) will remain closed to the public, although staff will work on staggered schedules to continue to provide services to students. A curbside pick-up system will be developed for students to pick-up and return library materials. Information Technology will distribute IT equipment and will develop and administer a Print and Copy service in the Lobby of the C Building for students in need of these services. This will be done on an appointment basis.

The Cafeteria, the gym, the pool, the Child Care Center and the Theaters will all remain closed during Phase I.

Phases II – IV Occupancy

The College will closely monitor the implementation of the first phase and will modify the plan to pace and adjust the re-occupancy levels, as needed. The remaining phases will follow Phase I requirements and will be modified according to safety and operational needs as we move into the subsequent phases. All reopening activities will be phased-in to allow for operational issues to be resolved before activities return to normal levels. The return to full, normal operations will be a gradual and controlled process.

During Phase I reopening, the College will accommodate 53 sections (totalling 294 students) taking essential hands-on instructional classes. Courses have been scheduled to ensure ample time for cleaning and disinfecting between classes.

During subsequent phases additional classes, study spaces, and services will be added. Departmental approvals will be issued before each area or service is activated. This plan will be updated accordingly and all plans will be in accordance with the prescribed cleaning, safety and space specific protocols described in this document.

General Safeguards

To protect the health and safety of the campus community, the College has implemented general safeguards and provisions to limit exposure and facilitate physical distancing guidelines. These safeguards follow the protocols and recommendations from the Center for Disease Control, the World Health Organization, Occupational Safety and Health Administration and State and Local health departments. Measures include:

- Moving most instruction and learning to distance modality
- Reducing on-site workforce through telework
- Limiting in-person presence to essential staff who need to be on campus to do their job
- Adjusting workplace hours and schedules
- Introducing technology and processes to promote contactless services
- Limiting campus access and implementing pre-visit and entrance health screening
- Ensuring that all persons on campus wear face coverings and take proper precautions

Operational Activity

Teaching and Learning

Throughout the Spring and Summer of 2020, **Hostos Community College** has worked to expand distance education course offerings and support services while maintaining best practices to prepare and create conditions for an effective Fall 2020. The College shall ensure that instructional delivery and student support is guided, first and foremost, by our commitment to equity and our obligation to protect the health and safety of all students, faculty and staff, along with our commitment to facilitate the achievement of learning outcomes for all **Hostos** students.

Online Teaching and Learning

Except for key programs requiring in-person activities for external certification – specifically Allied Health students enrolled in essential hands-on lab courses--, **Hostos** is conducting courses entirely online in Fall 2020. Instructors have the choice of teaching courses asynchronously or synchronously. Faculty office hours are held using approved online platforms such as Blackboard Collaborate or Zoom. CUNY recently secured a Zoom site-license. The College also allocated funds to provide access to virtual labs for Science students. This unifies the academic offerings in these subjects.

Faculty Professional Development

During the summer of 2020, the **Hostos** Office of Educational Technology (EdTech) provided training to faculty to develop and teach online. Additionally, each faculty member was paired with a faculty mentor for the course development process. EdTech provides ongoing professional development workshops, online support and remote services for faculty, staff, and students to promote effective online teaching and learning.

Center for Teaching and Learning

Hostos's Center for Teaching and Learning continues to provide online professional development opportunities for faculty and staff to promote effective online teaching, including reflection opportunities to gather the pedagogical imprint that this remote scenario is leaving on teaching styles and identities.

Instructional Technology Literacy

Hostos will continue to provide up-to-date online training modules for all educational technology platforms, including but not limited to Blackboard, broadly used at the College so as to ensure the necessary preparation and certification of students, faculty, and staff. The **Hostos** Peer Leader program employs **Hostos** alumni and advanced students to help new students to efficiently navigate online learning environments and technologies, supporting their academic progress and success.

Instructional Technology Software Platforms

Hostos will ensure necessary instructional technology software is available and properly supported for both students and faculty.

Online Behavior Best Practices Protocols

Hostos provides faculty and students clear guidelines on how to safely navigate the online environment. **Hostos** faculty are encouraged to follow guidelines about appropriate behavior in an online learning environment described in this link: <https://commons.hostos.cuny.edu/online/course-components-list/#netiquette>. This includes a delineation of freedom of speech and acceptable behavior for faculty and students. Any violations will be addressed within the existing reporting structures for staff, faculty, and students.

Library Services

Hostos Library provides support to students and faculty for online teaching and learning. Online support for students is provided Monday -Thursday 9 AM to 9 PM, Friday 9 AM to 5 PM and Saturday and Sunday 12 PM – 5 PM. Availability of library services will be communicated to the campus community and will be included in course syllabi. The **Hostos** Library will begin to offer on-site services within physical distance guidelines and on an appointment basis after the beginning of Phase 2 of reopening.

Study Rooms on Campus

After the start of Phase 2 and when feasible, **Hostos** will begin to provide study rooms on campus so that students can have safe, quiet spaces for study, contemplation and internet access... Student use will be in accordance with COVID 19 protocols and will require advanced booking and appointments.

Technology Supports

Hostos provides technical and instructional support to all academic and non-academic departments through a cadre of staff trained in the areas of information technology (hardware and connectivity) and educational technology (instruction

and student support). Both areas have websites with information related to remote services to support distance learning due to COVID-19 and provide contact information to professional staff members for needed support.

- Information Technology COVID-19 Website: <http://www.hostos.cuny.edu/Ready>
- IT Contact Information: <http://www.hostos.cuny.edu/Administrative-Offices/Information-Technology>
- Educational Technology COVID-19 Related Website:
<https://commons.hostos.cuny.edu/edtech/academiccontinuity/>
- Ed Tech Contact Information: <https://commons.hostos.cuny.edu/edtech/>

Hostos will ensure that the whole of its website provides up to date information necessary for the proper functioning of the College. This will include regular fact checking and regular updating where necessary. On the **Hostos** main page, the College has consolidated all reopening materials onto a centralized webpage: <http://www.hostos.cuny.edu/ready>.

Student Tech Support

Laptops

Hostos will assist students, especially freshmen, with gaining access to a dedicated laptop if needed for online learning. The process of requesting and acquiring a laptop is facilitated by Information Technology in order to ensure rapid and effective laptop distribution to students. Informational documentation will be distributed directly to students and faculty, in addition to postings on the College website (at <http://www.hostos.cuny.edu/Ready/Checklist-Students>) and social media, to ensure the process is clearly communicated and students are aware of the availability of laptops.

Internet Access

An internet connection is critical for students to access required course materials and be able to complete course participation requirements and assessments. **Hostos** will assist students in accessing hotspots for internet connectivity; students with housing insecurity will be prioritized for access to hotspots.

Student Support Services

Academic Success

Hostos has developed online procedures for students to effectively communicate with their academic advisers. Academic advisers, including Success Coaches, use Succeed@Hostos (Starfish by Hobsons) to make appointments and use Microsoft Teams and Zoom to meet remotely with students in real time. The integration of campus-based Cisco phone system with staff home computers allow incoming calls to be answered in real-time by a live staff member. Academic Affairs is expanding the use of Microsoft Teams to create virtual offices for the academic departments and programs to give students more opportunities to receive a response by a live person, who can help answer questions and address any concerns that arise. Faculty will also be informed of procedures so this information can be included into syllabi before each semester's start.

Student Tutoring

Hostos provides online student tutoring through: the **Hostos Academic Learning Center** (HALC) using Microsoft Teams (M-TH 12-8 PM; F 1-5 PM) and **Hostos Writing Center** (WC) using WC-Online (M-TH 12-8 PM; F 10 AM-3 PM). The Writing

Center is also offering a series of small- group online workshop “meet ups” covering various college-ready and writing specific topics.

Writing Across the Curriculum (WAC) fellows will develop and provide necessary online support for Writing Intensive courses, including working with students and faculty in providing writing support and in developing Writing Intensive assignments. Meetings will be held through Zoom.

Support Services Communication

Hostos will expand online training in the use of communication technologies used on campus (i.e., Starfish by Hobsons, Cisco phone systems), as well as support for students in accessing academic support services.

Academic Department and Administrative Educational Support Services will provide clear contact information on their respective websites that lead campus stakeholders to connect remotely with a live person. Cisco phone services are being connected to department secretaries and office manager devices giving each individual the opportunity to answer a call in real-time. Further, online offices are being designed using Microsoft Teams and will be implemented early in the Fall semester. This will allow stakeholders another opportunity to connect remotely to live individuals via phone or video conference in real-time.

Career Services continues to upgrade office technology to expand student support and virtual services in order to increase student and faculty access to HIRECAIMANS symplcity CRM platform & other technologies. Career Services Blackboard Course with modules including Career Exploration, Professional Development and Career Readiness Competencies were developed and launched during summer 2020 in preparation for Fall 2020.

The CUNY Language Immersion Program (CLIP), CUNY Start, and Math Start are conducting courses entirely online in Fall 2020. Instructors are using both synchronous and asynchronous modalities to teach classes. Academic advisors and staff are using approved online platforms or the virtual Cisco phone system to communicate with current and prospective students.

Continuing Education and Workforce Development (CEWD) staff, instructors and students follow established college-wide policies and procedures. CEWD landing page in the **Hostos** website will continue to be updated and serve as one of the main points of access for up-to-date information. CEWD programs will continue to be provided remotely utilizing acceptable modes of communications. Virtual town hall meetings and orientations via Zoom provide students with up to date information about accessing services and upcoming course offerings. Seminars and occupational training course(s) content will continue to be created and delivered through CANVAS, an online learning platform. Following all CDC guidelines to ensure the safety of anyone coming into our facilities, Fall 2020 will transition to a hybrid model for occupational training programs and services requiring in-person/hands-on activities.

Mental Health and Welfare

The Counseling Center provides mental health support for students. Students can schedule appointments online: <http://www.hostos.cuny.edu/Home-Page-Content/Announcements/The-Counseling-Center-is-Open-Online>.

Student Engagement

Hostos is keeping students engaged through online platforms. A series of welcome back events for students, faculty and staff will be offered at the beginning of each semester, as a collaborative effort of the Office of Student Activities and the Student Government Association (SGA). The SGA is preparing to certify 35 clubs for the Fall 2020, a number which they hope to increase to 50 in the Spring 2021.

Offices with designated cohorts of students, such as ASAP, SSCU, CD, CUNY Edge, Athletics, SLA, ARC are also using Zoom and other platforms to keep students engaged and to conduct orientations, trainings, and to create a sense of community.

Students and alums affiliated with the Student Leadership Academy (SLA) continue to engage in workshops and training that develop their leadership competencies, in addition to promoting civic engagement and work-life balance. SLA is looking to increase the number of active members in all of its programs during this period, as requirements to join the SLA during the COVID-19 have changed to allow all students seeking leadership development opportunities to join one of SLA programs. The SLA offers membership in the Student Ambassador Program, Students Orientation Services (SOS) Team Program, Hostos Emerging Leaders Program or the Volunteer Corps.

In addition, the Health and Wellness Office through its One Stop program continues to offer student support services and assistance with food stamp application, connecting students to legal services, and financial literacy.

Our vibrant cultural activities are shared with the campus community in The Lin, a weekly publication from the Office of Student Activities.

PART 2: REOPENING PLANS

I. PEOPLE

A. Physical Distancing

Distancing and Masks

- This plan calls for mandatory face coverings to be worn by all building occupants at all times when 6 feet physical distance cannot be maintained between people.
 - A distance of at least six feet will 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. Employees, students, faculty, and visitors are required to wear an acceptable face covering, as established by the Centers for Disease Control and Prevention (CDC) and NYS Department of Health (NYSDOH) guidelines at any time that a physical distance of 6 feet between people cannot be maintained.
 - Faculty, staff, and students not working in individual offices (i.e. those working in cubicles or on the open floor) must wear an acceptable face covering.
 - Acceptable face coverings are required for all individuals who are over the age of two and able to medically tolerate such coverings. People who cannot medically tolerate masks should not be on-campus in phase I.
 - 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)
 - For the purpose of this plan 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)
 - For the Allied and Health Science clinical labs that involve close contact and hands on activity, each program must have an approved plan of the additional PPE required for their students.
 - **Hostos Community College** has no dormitories. Therefore, provisions regarding roommates do not apply to our campus.
 - See Section II.A, “Protective Equipment” for more information on masks and PPE.

Limit Occupancy and Congestion

- The College’s Campus Facilities Staff, for the purposes of this plan, have evaluated the options to maintain safe physical distances. The College will allow not more than one individual at a time in small spaces (e.g. supply rooms, faculty offices, study rooms) unless all individuals in such space at the same time are wearing acceptable face coverings or are members of the same residence. However, even with face coverings in use, the occupancy levels have been maintained to well below 50% of maximum capacity of the space. The College has taken measures to maximize the amount of fresh air introduced to interior occupied spaces. All mechanical air moving equipment have been inspected for mold, equipped with new filters and wiped clean with disinfectants and ready for use by the targeted occupancy.
- All HVAC systems campus wide have the capability of operating at 100% outside air, however, during extreme seasonal temperature swings this scenario can have an adverse effect on the operating characteristics of the equipment, and may significantly reduce the desired cooling or heating effect. Realistically, a maximum of 40 –

50% outside air can be maintained during these periods with up to 100% outside air when outside temperatures and conditions allow.

- The Campus Facilities Department will review floor plans for occupancies and square footage for all instructional, circulation and support spaces and change each room's occupancy per the six feet rule, starting with priority spaces using the lowest level of occupancy numbers as determined by the two preferred methods of square footage per person and floor plan layouts.
- Access to College Facilities will be limited to authorized student, faculty and staff who have been screened on a daily basis.
 - All visitors are to schedule their visits in advance and with approval of the Campus Coronavirus Coordinator.
 - Every effort will be made to limit the number of "invited guests" such as contractors, service personnel and employees of DASNY. Nevertheless, all will be required to be screened on a daily basis. All non-essential visitors, will not be allowed to enter College facilities.
 - Non-essential common areas and unused spaces will remain closed.
- **Hostos** will post health advisory, traffic direction-flow signs, affix 6 feet distance floor markings, and occupant capacities for classrooms, restrooms, elevators, elevator lobbies, dining/break areas and entrance areas to ensure proper social distancing and to prevent congregation. Posters will be placed throughout to encourage use of stairs to limit density in elevators, by enabling the use of stairs. **See Attachment B: Signage Plan for details.**

Reconfigured Floor Plans

- The College will reconfigure the use of classrooms and other places where students and faculty gather, so that individuals are at least six feet apart in all directions. Until the rooms are reconfigured and an occupancy sign is posted, the rooms will not be accessible. There will be no sharing of work workstations. However, provisions are made to clean and disinfect shared equipment between uses.
- **Hostos** is using 113 Square Feet per person for determining social distancing maximum occupancies in facilities; as we move through the phase-in, we will develop more specific plans for implementation.
- The College will reconfigure all accessible areas of seating by removing or blocking chairs and tables to reduce occupancy to appropriate levels of physical distancing.

Signage

- The Campus will post signs throughout the campus, consistent with current recommendations from the NYS Department of Department of Health (NYSDOH) and the Centers for Disease Control (CDC) for COVID-19 signage. Signage is used to remind individuals to: stay home if they feel sick; cover their nose and mouth with an acceptable face-covering; properly store and, when necessary, discard PPE; adhere to social 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. **See Attachment B: Signage Plan for more details.**
 - Identifiable, uniform, and clear signage will be deployed throughout interior and exterior areas on campus. This "universal signage" will be posted in areas that are unlocked and available, including entrances, exits, elevators, stairwells, hallways, restrooms, offices, classrooms, libraries, cafeterias, laboratories, studios, and other gathering spaces. The College will make use of its inventory of digital screens, as well as printed and laminated signage.
 - The College has used the Centers for Disease Control and Prevention (CDC) COVID-19 signage language to develop campus specific signs, and will continue to do so. CDC signage will also be used on campus as needed.
- See <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html>

- In addition to personal health guidelines, signage includes information such as directional cues, occupancy limits, traffic patterns, and other campus policies.
 - The College is using tape, signs, and other indicators to manage bidirectional foot traffic in hallways and other spaces throughout the campus. Signs are posted to remind everyone about maintaining at least 6 feet of distance from others. Distance markers denote spaces of six feet in commonly used areas, particularly where lines are commonly formed or people may congregate (e.g. lounges, lobbies, libraries). When possible, entrance and exit paths in buildings and rooms will be separated; this will only be done where separating paths does not negatively impact the flow of foot traffic. Signage, tape, and other indicators will be regularly evaluated and adjusted to meet needs at each stage of reopening.
- Social distancing markers will be posted around the workplace in commonly used areas and any areas in which lines are commonly formed or people may congregate.
- **Hostos Community College** will assign additional Public Safety officers to assist in managing the flow of traffic and to maintain 6 feet of physical distancing in public areas such as lobbies, hallways and the library.

B. Gatherings in Enclosed Spaces

The College is focused on keeping the In-person gatherings at a minimum by relying on video or teleconferencing technology where possible.

The College will 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. Campus Facilities in developing campus-wide Reopening plan will also identify unsafe spaces (e.g., too small, no ventilation, bottleneck entry) and recommend approaches to deactivate those spaces.

This plan incorporates staggered schedules for employees and classes to promote social distancing (e.g. breaks, meals, and shift starts/stops).

General Guidance for Enclosed Spaces

This section provides a plan 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 in Phase I.

- All in-person gatherings of ten or more people must be approved by the Campus Coronavirus Coordinator. All conferences must be conducted via video or teleconferencing. All staff and faculty must use telework and virtual meetings.
- All non-essential amenities and communal areas which promote gathering or are high touch area (e.g. student lounge, break areas) will remain closed.
- Staff, students and faculty must bring their own water bottles/coffee mugs and snacks.
- All students, staff and faculty are prohibited from using other people's personal protective equipment, phones, computer equipment, desks, cubicles, workstations, office or other personal work tools and equipment.
- Only designated restrooms will be opened. College will prevent some stalls, urinals and sinks to adhere to social distancing.

HVAC and Water System

- College will perform daily maintenance inspection for HVAC system. Inspections will include the system's performance, proper airflow, temperature and humidity.
- College will perform routine cleaning, testing and treating of cooling tower water to prevent harmful bacteria including legionella.

- College will routinely clean louvers, air intakes and supply and return registers according to best practices.
- College will replace all supply air filters on a quarterly basis.
- College will maintain maximum fresh air intake consistent with design operating characteristics.
- Fans such as pedestal, desk or hard mounted fans will be taken out of service
- College will inspect and clean all condensate pans on a regular basis.
- Water systems, including that of toilets, sinks and water fountains have been exercised regularly throughout the shutdown to ensure clean fresh water.
- All HVAC systems campus wide have the capability of operating at 100% outside air, however, during extreme seasonal temperature swings this scenario can have an adverse effect on the operating characteristics of the equipment, and may significantly reduce the desired cooling or heating effect. Realistically, a maximum of 40 – 50% outside air can be maintained during these periods with us to 100% outside air when outside temperatures and conditions allow.
- All **Hostos** engineers possess valid NYC Operating Engineering licenses for all Heating and Air Conditioning Systems of unlimited capacity.
- HVAC systems in all permanent, college-owned buildings will be installed with Ultraviolet C lighting to create an antiviral, antibacterial and antimicrobial disinfecting system within the HVAC system. Installation of the UVC lighting works within the HVAC system to disinfect the air; as the air passes through the UVC light, the protein shell of the virus is broken down, killing the virus. This system is being used by the MTA to clean subway cars.
- All HVAC filters throughout the campus are being upgraded to the MERV 13 filter as recommended by the CDC; this micro filter is tiny enough to contain the COVID-19 virus.

Specific Spaces

This section provides a plan 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 in Phase I.

Cafeterias/Dining Halls – Closed during Phase I

In order to limit the number of gatherings on campus, the **Hostos** Cafeteria will be closed in Phase I; the College will continue to plan and determine the best course of action for food services as future phases are implemented. The Cafeteria will remain closed until plans to reopen are reviewed by the Committee.

- No Cafeteria services will be provided. Employees and students will be encouraged to bring their own food, snacks and drinks.
- Physical Preparation – Future Phase:
 - Physical distancing plans will be developed and will detail allowable seating in the dining areas.
 - Capacity signs will be placed in the dining areas to adhere to social distancing guidelines.
 - Automatic sanitizing dispensers near doors and stairwell handles with signage will be provided.
 - All self-serve food items will be removed (e.g. dinnerware/drink ware and condiments from communal spaces)
- Operational Preparation:

- An acceptable face covering will be required for anyone in a dining area, including the Cafeteria. Removal of face covering will only be allowed while eating or drinking, but all occupants must adhere to physical distancing rules.
- Signage will be posted to prohibit sharing of objects (e.g., bowls, cups, utensils) including personal devices (e.g., cell phone), food and beverages, unless individuals are of the same household.
- The number of people who can sit together will be limited based on the physical distancing plan. (5)
- Cohort dining will be established, admitting a specific group of diners in a staggered schedule. It will be implemented by establishing staggered start, break and end times of the classes and work schedules to minimize the number of people using dining facilities.
- In the future, when the dining area is open, in the case of a confirmed COVID-19 case on campus associated with the dining area it will be closed for two days. The College will conduct thorough cleaning and disinfection protocol in line with NYSDOH guidelines, and inform all potentially exposed individuals of requirement to quarantine and monitor health closely. The recommendation to seek medical attention if COVID-19 related symptoms develop, will be made. (see Section II B: Hygiene, Cleaning and Disinfection for details)
- Cleaning Protocol:
 - The Dining area surfaces will be wiped with enhanced cleaning, disinfection and sanitization measures in dining areas
 - The Dining areas will be thoroughly disinfected /sanitized a minimum of once a day.

Computer Labs

In order to limit the number of people on campus, and the duration that they are on campus, computer labs will be closed in Phase I the College will continue to plan and determine the best course of action as phases are implemented. Computer labs shall remain closed until plans to reopen are reviewed by the Committee.

- Laptops and tablets will continue to be lent to faculty, staff and students for their college related official use as long as supplies last
- For Phase I courses that are in person, only specific classrooms and/or lab spaces will be used.
 - If these spaces have computers for instructional purposes, proper cleaning and disinfecting as per manufacturer's guidelines, and hand hygiene protocols must be followed.
 - All users must thoroughly disinfect their hands and their workstation (keyboard, mouse) before and after using any computer terminal. Signage will be posted to direct users to wash their hands or use hand sanitizer, and to use sanitizing wipes.
 - Cleaning and disinfecting supplies (sanitizing wipes) will be provided for use, and hand sanitizing stations are installed in or near computer labs. Wipes and hand sanitizer stations will be restocked as needed.
 - At a minimum area will be cleaned and disinfected once a day by custodial staff and high touch points will be disinfected at a minimum twice a day.
 - Disposable keyboard covers will be used in computer labs.

Conference Rooms

Many conference rooms will repurposed for the early phases of the Campus Reopening in order to provide work spaces for staff in more congested work rooms; additionally, they will be prioritized for use when it is necessary to have private, one on one meetings in an acceptable physically distant space. The College will continue to plan and determine the best course of action as phases are implemented.

- All meetings will continue to be held remotely.
- If in-person meetings are required and remote options are not feasible, such gatherings are to be held in large open spaces while adhering to physical distancing requirements and must be limited to 10 people or less. Note: approval of the Campus Coronavirus Coordinator is required prior to hold in-person meetings
 - Patios or outdoor spaces that allow for open air meetings could serve as a substitute for indoor meeting spaces, weather and physical distancing permitting.

Elevators

The College will encourage all occupants to use stairs through posters and signage. Elevators will be prioritized for those unable to use the stairs.

- Physical Preparation:
 - The College will limit occupancy to not more than two people per elevator.
 - Hand hygiene stations will be placed in the elevator lobbies for use prior to entering and after exiting the elevators.
 - Elevator lobbies: Signs are posted in elevator lobbies (next to elevator doors) indicating that elevators are limited to two occupants at all times, reminding everyone to keep face coverings on at all times, and asking individuals to make elevators available to those who need them. Elevator lobbies will have indicators on the floor to remind occupants to maintain a safe distance while waiting for elevators
 - Elevator cabs: Indicators are affixed to the elevator floor demarcating places to stand in the corners of the elevator. Signs are posted inside elevator cabs reminding occupants that elevators are limited to 2 people per cab at all times, that face coverings are required, to limit talking, and to stand on indicators facing away from one another.
- Operational Preparation:
 - The College will limit no more than two persons per car with each standing on opposite diagonal corners.
- Cleaning Protocol:
 - Custodial staff will be instructed to perform cleaning of high touch areas, such as elevator buttons a minimum thrice daily.

Exterior Campus Grounds

In order to limit the number of people on campus, and the duration that they are on campus, exterior campus grounds will be closed in Phase I. The College will continue to plan and determine the best course of action as phases are implemented. All exterior campus grounds shall remain closed until plans to reopen are reviewed by the Committee.

Gyms and Fitness Centers, Including Pools

In order to limit the number of people on campus, and the duration that they are on campus, the gym, fitness center, and pool will be closed in Phase I. The College will continue to plan and determine the best course of action as phases are implemented. The gym and fitness center and pool shall remain closed until plans to reopen are reviewed by the Committee and approved by CUNY and NYS.

Hallways and Stairwells

- Physical Preparation:
 - Hallways and stairwells will be marked for bi-directional and one-way traffic flow.
 - Hand sanitizing dispensers will be placed at the public stairwell entrances.
- Operational Preparation:
 - An acceptable face covering as established by CDC and NYSDOH recommendations will be required for all occupants.
 - Lingering and gathering in the hallways and stairwells are prohibited. The hallways and stairwells will be monitored by college staff to prevent overcrowding and signage posted as a reminder to maintain social distancing and to discourage any lingering in hallways and stairwells.
 - Class dismissal will be staggered to minimize crowding in hallways, lobbies and stairs
- Cleaning Protocol:
 - All high touch surfaces such as stairwell handles and railings will be cleaned daily when spaces are occupied.

Kitchens

Kitchen occupancy will be limited to one person at a time. Signage will communicate this. .

Lecture/Classrooms

Only classrooms approved by Administration will be in use during Phase I. The Committee will survey and assess each room to specify number of occupancies based on the size of the room and the phase in which the classroom is reopened. Each course must develop a program specific plan with approved capacity and seating layouts. All plans to reopen classrooms and lecture halls must be reviewed and approved by Committee prior to occupancy.

- Physical Preparation:
 - Only specific skills-based instructions will be conducted on campus during Phase I.
 - Occupancy limits will determined by social distance guidelines; the distance between seats will allow for 6 feet of separation between individuals.
- Operational Preparation:
 - The sharing of resources between classrooms will be prohibited. **Instructors and staff will be reminded of this restriction through communications and signage.**
 - All courses scheduled to be delivered online will remain fully remote. If any courses or discussion groups must meet, it must be done virtually during Phase I. This will be reevaluated for later Phases.
 - Delivery of the required in-person instructions to any quarantined or high-risk students will be postponed until they are safe to conduct or a remote substitute developed with proper approval.

- All students and instructors will be required to wear an acceptable face covering. as per CDC and NYSDOH guidelines. A presenter must be at least 6 feet away from all classroom occupants to present without a mask.
 - Students and employees engaged in activities that require individuals to come within 6 feet of each other will require additional PPE. The College will have adequate PPE supplies for use by staff, instructors and students as needed. **See Attachment C: Protective Equipment Requirements for details.**
 - The class schedules will be staggered or organized in cohort groups to limit the number of occupancy in the classrooms and prevent overcrowding in the common areas. Each course returning to campus in Phase I will be required to have an attendance schedule in their approved plan. The plan shall indicate whether staggered schedules or cohort groups will be implemented and the number of students to be in a classroom at one time per day. (25)
- Cleaning Protocol:
 - Cleaning and disinfecting supplies that may be used by students, faculty and staff will be provided in each classroom to clean work surfaces and equipment after each use by instructors and students.
 - Hand sanitizing dispensers will be provided in the lobby close to the classroom.
 - The College will deep clean each classroom, lecture hall or laboratory that is used in Phase I at least once a day.

Lobby and Common Areas

- Physical Preparation:
 - In addition to social distancing measures, plastic or plexiglass barriers will be installed at each Public Safety post located at the building entrances to provide additional safety protection.
 - Waiting area seating will be moved, blocked off, or removed to ensure appropriate spacing between individuals, though seating will be made available to those needing accommodation.
 - Break rooms will be restricted to ensure maintenance of social distancing protocols.
 - Signs will be affixed to walls and floors to regulate the use of common areas with clear signage (including maximum occupancy) and physical distancing measures in accordance with public health rules and guidelines.
 - Reception areas are equipped with plexiglass barriers. Reception area seating is limited to providing seating conforming with 6' physical distancing.
 - No visitors will be allowed to gain entry to the College facilities unless approved in advance.
- Occupancy Preparation:
 - Waiting areas will be utilized only when absolutely necessary. There shall be no lingering or socializing in common areas.
 - An acceptable face covering will be required for all occupants as per CDC and NYSDOH recommendations.
 - Individuals will be instructed to gather outside in the open air rather than inside the building, if any overcrowding or queuing results from screening process.
- Cleaning Protocol:
 - Common areas (e.g., lobby, security check-in) will be cleaned and disinfected on a daily basis at minimum and cleaning supplies will be provided for employees to utilize before/after they use common spaces and contact surfaces.

Office Space

Office space will be used very minimally in Phase I. The Committee will survey and assess the individual area to provide guidelines to adhere the social distancing requirements based on the size of the room and the re-opening phase. All plans to occupy office space must be reviewed and approved by the Committee prior to occupancy.

- Physical Preparation:
 - Signage will be posted to maintain the “Physical Distancing” requirements.
 - The occupancy of the office will be limited based on size of room and implementation phase.
 - Conference room usage will be limited to use by faculty/ staff needing to conduct one on one, private advisement with a student or staff member.
- Operational Preparation:
 - Only essential employees and individuals that are approved by their Division VP, in consultation with department Director/Chairperson or site director, will be allowed on campus. Individuals will be prohibited from entering College facilities without prior authorizations and screening.
 - Faculty, staff and students not working in individual offices (i.e. those working in cubicles or on the open floor) must wear an acceptable face covering as established by CDC and NYSDOH guidelines.
 - Staff and Faculty will follow staggered schedules where possible to reduce capacity, supervisors will coordinate access following Section IIC: “Staged Reopening”. Schedules will be coordinated with Division Vice Presidents and will follow physical distancing guidelines.
- Cleaning Protocol
 - Offices will be inspected and cleaned before reopening. General cleaning practices will resume when space is reoccupied. Occupants of the College will be vested with the responsibility of cleaning their personal work areas. Cleaning supplies will be provided for employees to utilize, as feasible.
 - The Office of Environmental Health and Safety will review the cleaning protocol performed, and inspect offices before reopening.
 - All HVAC filters for the occupied space have been replaced, equipment is thoroughly cleaned and inspected for mold, drains have been flushed and all plumbing devices in accessible restrooms and public areas have been activated to eliminate presence of stagnant water.

Restrooms

- Physical Preparations:
 - The college has installed paper towel dispensers in all restrooms.
 - All campus plumbing devices/ soap dispensers/ paper towel dispensers are already equipped with touchless sensors to minimize device contact.
 - Health advisory messages/signs will be posted in the restrooms to communicate the importance of hygiene, physical distancing and wearing of masks. All restrooms will have signs asking employees to wash hands before and after using the restroom.
 - Stalls, urinals and faucets will be marked “Not Available” to comply with the social distancing requirement as stated in Guidelines and new occupancy limits.
 - Hand sanitizing dispensers will be located just outside of the restrooms
- Operational Preparations:
 - Signs will be posted outside bathrooms specifying that a maximum of 2 people may be in the bathroom at once, indicating that face coverings are required, and reminding everyone about hand washing.
 - Some bathrooms will be closed/ locked while building occupancy is still limited. Signs marking locked bathrooms will indicate the nearest available bathroom.

- Signs will be posted inside the restrooms with reminding people about hand washing, physical distancing, and wearing of face coverings. All restrooms will have signs asking employees to wash hands before and after using the restroom.
- An acceptable face covering will be required for all occupants as per CDC and NYSDOH guidelines.
- Entrance doors shall be kept open, as feasible to allow additional air circulation.
- **Cleaning Protocol:**
 - Restrooms shall be cleaned and sanitized frequently throughout day.
 - All high touch surfaces will be wiped down by custodial staff with disinfectants thrice daily basis.
 - Restrooms will be deep cleaned once per day.
 - Install hands-free door openers to prevent contamination from high-touch surfaces
 - Documentation detailing cleaning methods, chemicals utilized, schedules, inspection reports and training records should be made available, upon request.

Waiting Room for Emergency Response

- **Physical Preparation:**
 - The College is prepared to turn any room into a waiting room. We have acquired porta potties, cots, and an isolation kit for the door.
- **Operational Preparation:**
 - Space will be labeled “Restricted Area” “Authorized Personnel Only”
 - The individual will be held in the designated location until first responders (e.g. paramedic/EMT or ambulatory service) arrive to transport them to a medical facility
 - When feasible the room will remain closed for a minimum of 24 hours prior to cleaning and disinfection. (see Section II B: Hygiene, cleaning and disinfection for details)
- **Cleaning Protocol:**
 - The College will follow CDC guidelines on "Cleaning and Disinfecting Your Facility" and provide for the cleaning and disinfection of area.

C. Operational Activity

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

General Considerations

The Coronavirus Campus Coordinator along with the Communications Team will work with the Office of Human Resources and the College Nurse to notify students, faculty, staff and visitors of new campus policies and changes prior to reopening and upon resuming operations. Campuses, either through their Human Resources 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).
- 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).

- All students, faculty, staff and visitors will be required to go through the NYS Screening process on a daily basis. They will be asked to fill out the NYS form and will be checked for temperature upon entry to the Campus.
- An acceptable face covering as established by CDC and NYSDOH guidelines is a requirement for all occupants.
 - All staff, students and instructors will be informed of the requirement of wearing an acceptable face covering when at the College. In addition, vulnerable populations will be provided accommodations to delay their in-person instructions at an appropriate and safe time without any negative repercussions.
- Before returning to campus, all students, faculty, and staff must complete an online health and safety COVID-19 training available on Blackboard.
- All individuals on campus should carry a CUNY ID at all times.
- The **Hostos** website will provide details on how to confidentially report issues of noncompliance with physical distancing, hygiene, or safety practices.
 - It is understood that the College will generally rely upon the cooperation of the 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, and 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. For multiple infractions by students using the existing protocols for handling student disciplinary issues should be used to address non-compliance.
- Gathering and congregating in communal spaces will be discouraged.
- The College will provide signage affixed to floor and wall to be used a reminder/guide to in entrances, elevators, and bathrooms for teams or cohorts to limit density and prevent cross contamination where possible.
- The College will encourage students, faculty and staff who use public transportation or ride sharing to follow CDC guidance on how to protect yourself when using transportation. Additionally, encourage them to commute during less busy times and wash their hands as soon as possible after their trip.
 - While the College/University cannot ensure the safety of public transportation, the College/University recognizes that most of the College population relies on public transportation to go to school and work. For this reason, staggered work and class schedules will be planned.
- Personnel performing screening activities are required to view the NYS screeners' virtual training video posted on Blackboard.
- If COVID-19 cases develop, campuses will restrict social contact and mobility across campus particularly in affected areas (e.g. shutting down some functions).
 - 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:

The College, for this Plan, will provide options for 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). Offering options for students at higher risk for severe illness that limit their exposure risk (e.g. virtual learning opportunities or delay the required in-person training when safety).
- The College will inform faculty check in with students as frequently as possible and work with Student Affairs to report safety and welfare concerns to respective agencies. Consistent with applicable law, putting in place policies to protect the privacy of people at higher risk for severe illness regarding underlying medical conditions in compliance with applicable federal and state privacy and confidentiality laws.

- Students will be informed of the availability of services on campus for “food insecure” students.

Operational Considerations for Reclosing in the Event of an Outbreak:

- The College will monitor health conditions to detect infection, with clearly defined measures, that will serve as warning signs that infection may be increasing.
- If the local health situation deteriorates or community spread is occurring 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.
 - The college will follow state guidance to mitigate spread if the campus infection rate meets the established threshold. If the threshold is reached, the college will switch to remote learning for two weeks and further decisions will be made in consultation with state authorities. As of August 27, 2020, the threshold is set at 100 cases or 5% of the college population, whichever number is smaller.
- The College will adopt protocols for updating students, faculty and staff on the status of health markers across the campus in line with recommendations from NYS and CUNY Central Office.
- Any decisions regarding ramp down will be widely communicated to ensure the safety of the CUNY-wide community.
- **See Attachment F: Reclosing/Ramp Down Plan**

D. Campus Deliveries and Drop-Off

- The College will have a designated area for pickups and deliveries. (41)
- The College will implement alternative delivery/receiving protocols (e.g. curbside pickups for parcels as well as contactless deliveries and signature) and coordinate drop-offs remotely to avoid contact and overlap.
- The College will provide acceptable PPE and engineering controls for delivery workers and mail room staff for the duration of the delivery process as applicable (28).
- Packages and correspondence will be delivered by a designated receiving/mail center designee to visitors and personnel at a designated location

II: Places

A. Personal Equipment

- The College will adhere to OSHA standards for personal protective equipment (PPE). Common PPE that will be used to protect employees and others include surgical/procedural masks. (22)
 - Cloth face coverings are not medical personal protective equipment. (9) Medical grade masks (N95) will be reserved for healthcare workers, first responders and those performing higher risk tasks that require close contact.
- PPE usage requirements:
 - Minimum requirement for individuals accessing the College facilities is a cloth face covering.
 - Any time individuals come within 6 feet of another person who does not reside in the same household, an acceptable face covering must be worn (44). Acceptable face coverings include, but are not limited to, cloth (e.g. homemade sewn, quick cut, bandana), surgical masks, N95 respirators, and face shields.

- Surgical/procedural masks, cloth face coverings or respirators will not be required and should not be placed on:
 - Babies and children younger than 2 years old
 - Anyone who is incapacitated or otherwise unable to remove the cover without assistance (9)
- Employees, students, faculty, and visitors will be required to wear acceptable face coverings in common areas or situations where social distancing may be difficult to maintain such as riding in elevators, entering/exiting classrooms, and when traveling around the campus (corridors and stairwells) (44).
- Vendors/Contractors will be required to wear acceptable face coverings at all campus locations including designated work areas or using the College's common space, employee occupied space, 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 (corridors and stairwells)
- The College will provide reasonable accommodations to employees/students that are unable to wear a surgical/procedural mask or cloth face covering due to medical conditions. Anyone requiring special accommodations for face coverings will be directed to contact **Hostos** Director of Environmental Health & Safety.
- Faculty, staff and students not working in individual offices (i.e. those working in cubicles or on the open floor) must wear an acceptable face covering.
- Employees must wear face coverings when interacting with clients or coworkers within a 6-foot distance and without a physical barrier (44).
- The College will procure, fashion, or otherwise obtain acceptable face coverings and PPE provide such coverings to their employees including, but not limited to those who directly interact with students or members of the public while at work at no cost to the employee, pursuant to Executive Order 202.16, as amended.
 - The College will follow CDC guidelines for [Optimizing Supply of PPE and Other Equipment during Shortages](#) and have an adequate supply of face coverings, masks and other required PPE on hand should an employee need a replacement (42).
 - The procurement department will continue to work with Administration and the Office of Environmental Health and Safety to ensure that the College is procuring the appropriate quality and type of PPE.
 - The College will have sufficient inventory of PPE prior to resuming any on campus activities.
 - All supplies will be stored, tracked and issued by the Director of Environmental Health & Safety.
 - See **Attachment C: Protective Equipment Requirements for details**
- The College will not be responsible for providing students with PPE: the College will only provide PPE for students who are employed by the College and where their jobs require PPE (i.e. nursing students doing check-ins) in a capacity where their job requires it (aka the nursing students doing check -ins); individual academic programs will be responsible for students who require PPE to complete coursework.
- Academic Programs that require students to engage in close contact simulations for instructional laboratories and complete field work (i.e. Dental) requirements, CDC guidelines for [Optimizing Supply of PPE and Other Equipment during Shortages](#) and all applicable regulations. Procurement and distribution to ensure an adequate supply is available for use and replacement when PPE becomes soiled or damaged, is the responsibility of the associated academic department.
 - On campus labs
 - Students and employees participating in on campus laboratory instruction where 6 feet social/physical distancing is feasible and adhered to minimal requirements are
 - Acceptable face covering
 - Students and employees engaged in activities on campus that require individuals to come within 6 feet of each other will require additional PPE. PPE will consist of one of the following:

- Face Shield with acceptable mask
 - Mask with attached shield
- Off-site clinical/field work
 - Students and employees attending clinical/ externships must follow the rules and regulations of the agency in terms of PPE and Hygiene and use proper PPE as instructed
 - In the case proper PPE is not provided by the medical facility, students and employees must bring the PPE with them, for use at the facility.
- 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; (18).
- Other high-risk employee groups that will be provided PPE (i.e., masks, face shields, glove and safety glasses, isolation gowns) include customer-facing employees, employees who regularly interact with nonemployees, and employees conducting health screenings or aiding a suspected or confirmed COVID-19 person (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). In addition, employees must be ready to wear/put on an acceptable face covering immediately, if an individual unexpectedly comes within 6ft or less of their workspace.
- Face coverings should be cleaned by the user or replaced after use or when damaged or soiled. It may not be shared, and should be properly stored or discarded (41). The College will encourage all to follow CDC guidance for usage and cleaning, including washing and drying of face coverings.
- The college will allow individuals to use their own acceptable face coverings but does not require employees to supply their own face coverings. (41, 43) The College will 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). Employees should continue to follow their routine policies and procedures for personal protective equipment (if any) that they would ordinarily use for their job tasks as per all applicable OSHA standards. (41)
- The College through its Office of Environmental Health and Safety will train employees on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings. Such trainings should be extended to students if the college or academic department is supplying PPE.
- The College will educate the campus community on the importance of limiting the sharing of objects and workspaces wherever possible as well as the importance of practicing proper hand
- Protective eyewear
 - Individuals engage in activities that require them to come within 6 feet of another person will be required to wear protective eyewear (safety glasses, goggles and face shields).
- Gloves
 - Individuals will be required wear gloves while handling food products for consumption by others. (43)
 - Individuals expected to collect or distribute materials throughout the workday (e.g., mail services, cashiers) will wear disposable gloves while handling materials and practice proper hand hygiene or use hand sanitizer after gloves are removed when a hand washing sink is not available.
 - Individuals that require the use of gloves for specific activities related to their job duties are to continue the normal protocol of use.

Disposal of Personal Protective Equipment:

- Cloth face coverings may be reused after proper washing with soap and water. If cloth face covering is damaged, it should be disposed of as regular trash.
- Gloves, facemasks, face shields or other PPE (i.e.: gowns or coveralls) are to be disposed of as regular garbage.
- PPE that is soiled with blood or bodily fluids containing blood are to be disposed as biohazardous waste

B. Hygiene, Cleaning and Disinfection

- The College will 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. The College will 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.
- The College will provide and maintain hand hygiene stations around the institution, as follows (44):
 - For hand washing: 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 hand washing facilities may not be available or practical.
 - Touch-free hand sanitizer dispensers are available throughout common areas, such as at the building entrances and exits, corridors, and elevator lobbies.
 - Signage will be posted to recommend and reinforce hand washing, particularly for visibly soiled hands
 - The College will recommend and reinforce [hand washing](#) with soap and water for at least 20 seconds. (9)
- Receptacles will be placed around the institution for disposal of soiled items, including paper towels and PPE. (41)
- The College will consider providing disposable wipes to staff and faculty so that commonly used surfaces (e.g., keyboards, desks, copiers, and remote controls) can be wiped down before and after use. (41)
- The Campus in consultation with the Director of Environmental Health and Safety will chose 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. The Campus may provide such supplies for others.
 - Where installing touch-free amenities is not feasible, the College will at a minimum, make hand sanitizer available near high touch surfaces (e.g. trash receptacles, paper towel dispensers).
 - Machinery, equipment or electronic devices must be inspected for any frayed wires or damages of any form prior to cleaning and disinfection and ensure disinfectants are appropriate for the use on specific surface(s)
 - Occupants of the campus will conduct regular cleaning their own work areas. The College 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 will clean and disinfect high touch points on and in vehicles before and after each use. Disinfecting supplies will be stored in each vehicle. (18)
 - Where cleaning and disinfecting supplies are not provided within a Science/Health Sciences laboratory for students and professors to use before and after use of shared equipment/models, College Laboratory Technicians or designated personnel will be responsible for cleaning and disinfecting laboratory equipment including, bench tops after each class.
 - Designated IT technicians or personnel responsible for the maintenance of computer labs equipment, will be responsible for cleaning and disinfection of the keyboards as needed
 - Reusable/disposable keyboard covers may be used. If reusable covers are used disinfecting at the end of each day is required at a minimum by UV technology, soap and water or by the use of disinfectant spray/wipe
- The College will 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 as per [NYSDOH’s “Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19”](#) (see Attachment D: Cleaning and Disinfection Plan for details)

- Cleaning and disinfection will be rigorous and ongoing and will occur at a minimum once daily, or more frequently as needed.
 - Routine cleaning and disinfection will continue as normal of all non-shared/common area(s) per the custodial schedule.
 - Cleaning and disinfecting of frequently used/ touched common areas will occur thrice a day (i.e. elevator keys, restrooms, railings, grab bars).
 - Restrooms will be cleaned and sanitized frequently throughout day and deep cleaned once a day.
- The College will have sufficient inventory of cleaning and disinfection products prior to resuming any on campus activities.
 - The procurement department will continue to work with Administration and the Office of Environmental Health and Safety to ensure that the College is procuring the appropriate products.
- The College will use Department of Environmental Conservation (DEC) list of products registered in New York State and identified by the EPA as effective against COVID-19 will be used as disinfectants.
 - If cleaning or disinfecting products or the act of cleaning and disinfecting causes safety hazards or degrades the material or machinery, hygiene stations between use and/or disposable gloves and/or limitations on the number of employees using such machinery requirement will be enforced . (42)
- The College is expected to follow CDC guidelines on [“Cleaning and Disinfecting Your Facility”](#) if someone is suspected or confirmed to have COVID-19(41)
 - The campus will provide for the cleaning and disinfection of exposed areas in the event an individual is suspected/confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces (e.g., elevators, lobbies, building entrances, badge scanners, restrooms, handrails, door handles). (41)
 - Areas occupied by the suspected or confirmed COVID-19 individual, such as offices, classrooms, bathrooms, and common areas will be closed off immediately when feasible. If not feasible to close off the affected area(s), the College will close operations as applicable. (41)
 - Closed areas are to remain closed for a minimum of 24 hours, or as long as possible, before cleaning/disinfection procedures begin. If 24 hours is not feasible, wait as long as possible following the Office of Environmental Health and Safety (EHSO) directives.(41)
 - Isolate papers or any soft (porous) surfaces for a minimum of 24 hours before handling. After 24 hours, remove soft materials from the area and clean the hard (non-porous) surfaces per the cleaning and disinfection recommendations. Isolate hard (non-porous) surfaces that cannot be cleaned and disinfected for a minimum of seven (7) days before handling
 - Upon notification facilities will increase outside air intake and when feasible outside doors and windows will be opened to increase air circulation in the area prior to the cleaning/disinfection. (41)
 - Upon notification housekeeping department will schedule and perform a rigorous cleaning and disinfection of the area(s) (i.e. offices, classrooms, bathrooms, and common areas) of concern following EHSO directives. (41)
 - Only EPA registered antimicrobial products given on ***“List N: Disinfectants for use against SAS-CoV-2, the cause of COVID-19”***, will be used at the College.
 - Any area that is not cleaned must remain closed for a minimum of seven (7) days as per guidance from the CDC.
 - If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection will continue. (41)
 - If the machinery or equipment in question are not accessible to employees or have not been in contact with someone infected with COVID-19, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection will continue

- If machinery or equipment are thought to be contaminated or is shared by many disinfect surfaces using EPA approved and products listed on the EPA List N: Disinfectants for Use against SARS-CoV-2 and that are appropriate for the surface before and after use followed by proper hand hygiene.
- If machinery or equipment are thought to be contaminated and cannot be cleaned, they are to be isolated for seven (7) days before handling.
- Area(s) of concern, are not to be reopened until cleaning and disinfection has been completed and cleared for occupancy by EHSO.
 - Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the work in the area or resume on-campus activities immediately after cleaning and disinfection. (41)
- The College will avoid use of furniture that is not easily cleaned and disinfected (e.g., cloth fabric sofas)

C. Staged Reopening

The College will assume 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). Every effort will be made by the College to keep all activities that can be performed remotely, remote and online, and avoid in-person on-campus activities to the extent possible. All proposed plans to resume on-campus activities will be assessed by the Reopening Committee.

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

General

- The College's Campus Coronavirus Coordinator is designated by the College as the campus safety monitor whose responsibilities include continuous compliance with all aspects of the campus's plan and reporting to the designated governance accordingly.
- Per NYS Guidelines, the College will phase-in reopening activities to allow for operational issues to be resolved before activities return to normal levels.
 - The College will limit the number of employees, hours, and number of students when first reopening so as to provide operations with the ability to adjust to the changes. A staged reopening of campus activities will allow students, faculty and staff to adjust to necessary changes, such as the implementation of new telework/telecommuting policies, flexible learning/grading policies, etc. (41)
- Transitioning between stages will be condition-based and assessed through a periodic risk analysis (25) and upon up-to-date information about the health of the CUNY community as reported in daily campus Coronavirus Liaison reports and consultations with State and local health officials.
- On campus activities from any present stage will be 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.
- For any activity proposed to resume on-campus:
 - The plan will include specific conditions, including type of activity, density, staggered schedules, physical distancing, cleaning/hygiene protocols, and other requirements. Each plan will include the data and guidelines from the previous stage, to help assess capacity and best practices as the College gradually reopens.
- Prior to commencing reopening, the College will 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
- Throughout any staged return to campus, the College will enforce strict social distancing, use of PPE and cleaning protocols (11).
- The College will provide reasonable accommodations to students, faculty and staff who have a medical condition or other risk factor.
- In addition to following a risk-based approach, the College will periodically evaluate the status of its restart to advise the Chancellor/COO's Office of its intent to safely proceed to the next stage of reopening. This will be contingent on health numbers continuing to improve/stay stable, supplies of PPE remaining available, and whether the safeguards the campus has implemented are effective at mitigating the inherent risks of the next stage of reopening.
- The College will pilot each phase for a semester to avoid disrupting student learning mid-semester.
- In progressing through each stage, the Chancellor/COO's Office and the College's Reopening Committee will be responsive to local health conditions and continuously monitor and modify the reopening approach.
- The College will require the development of individualized plans for each course/program, activity, and physical area prior to resuming on campus activities. The following, along with public health protocols, will be considered at each Phase:
 - Availability of PPE for the campus
 - Provisions for hand sanitizer and enhanced cleaning and disinfecting
 - Physical distancing plan: 6 feet of physical distance and occupancy requirements
 - Number of students and faculty present in each session
 - Length of each 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)
 - Additional screening or tracing that may be required
 - Required trainings for faculty, staff and students prior to returning to campus
 - Public health practices: face coverings, 6 feet of physical distancing, cough/sneeze etiquette, hand hygiene.
 - State of mass transit as many faculty, students, and staff come to the campus via public transportation.
 - College's communication plan
 - Provisions for vulnerable populations
 - Thresholds for moving to the next Phase as well as thresholds for possible ramp down or closure will be closely monitored (All city, State and CUNY public health protocols will be followed)
 - The Reopening Phase Plan will be constructed with the notion that as a new Phase is implemented, activities from prior Phases will continue and possibly expand with additional safeguards in place as density on campus increases. See Attachment E: Phase in Plan for details.
 - Occupancy by phase:
 - Phase 0 – essential staff only and operations
 - Phase 1 – Maximum 25% of normal occupancy while maintaining social distance guidelines in individual spaces;;
 - Phase 2 – Maximum 50% of normal occupancy while maintaining social distance guidelines in individual spaces;
 - Phase 3 – Maximum 75% of normal occupancy while maintaining social distance guidelines in individual spaces;

- Phase 4 – Fully Reopened at 100% normal occupancy while maintaining social distance guidelines in individual spaces.

D. Communications Plan

The College will has developed 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. The Chancellery and the Provost’s Office will continue to communicate CUNY-wide information and policy via CUNY’s Coronavirus Update page, while campuses will communicate information specific to their community.

- The College will engage with their community members (e.g. employees, students, interested organizations) when developing reopening plans. Plans will identify who were the groups of people involved and engaged throughout the process. See Attachment I: Campus Reopening Committee Members for details
- Campus reopening plans will be communicated to CUNY stakeholders, particularly students, faculty and staff, before each stage of reopening.
 - All campus communications regarding COVID-19, including reopening plans, operational changes, and provisions for remote education and student services will be made available or archived in a single location on the campus website, <https://www.Hostos.cuny.edu/ready>. This page will also acknowledge and provide a link to CUNY’s Coronavirus Update page (<https://www.cuny.edu/coronavirus/>).
- All signage and communications will be overseen by the Coronavirus Campus Coordinator and Communications Plan owner, in cooperation with the College's Communication Director. See [Attachment G: Communications Plan](#) for additional details.
 - A campus Reopening Communications Plan has been developed to document the planning and methods for COVID-19 communications for the College. Supplemental documents will catalogue signage, email templates, and webpage documents. This plan will address:
 - What information will be communicated through college channels;
 - The ways information will be communicated;
 - The frequency of communications;
 - The people who will be responsible for ensuring that what we share is relevant and up-to-date;
 - The project workflow, including final approval of messaging;
 - How review and revision of this plan or changes to communications under this plan are managed;
 - Standard templates, formats, or documents related to this plan, including signage; and,
 - A process for resolving any communication-based conflicts or issues.

The communications plan will be reviewed and revised on a regular basis by the Communications Plan Owner.

- The Communications Plan Owner is Pearl Shavzin, Operations Manager for the Office of Administration and Finance. The Communications Plan Owner will lead the overall signage and communications project, address compliance of content with current guidelines and recommendations, and be responsible for consistent, relevant, and clear content across all mediums.
- The College's Communications Director, Soldanela Rivera Lopez, will coordinate COVID-19 related communications through established channels. In addition to working with the Campus Coronavirus

Coordinator and Communications Plan Owner, the Communications Director will be a point of contact for the Chancellery/COO's Office on appropriate messaging.

- A Reopening Communications Team, which includes the Communications Plan Owner and College's Communications Director, will help identify messages to be shared and the appropriate communications channels.
- **Hostos** will utilize a variety of methods/ platforms for communicating with different audiences (e.g. developing webpages, emails, texting, social media, virtual events, and other options to share instructions, training, signage and information).
 - The College will use different communication tactics for each audience. Methods may include:
 - Students and parents: Hobsons, Succeed@**Hostos**, Blackboard, and signage (students only); plus email, website, social media, virtual events, postal mail
 - Faculty and staff: email, union communications, social media, website, virtual events, signage
 - Alumni and community partners: social media, website presence, postal mail
 - Campus visitors: signage, website, email
- The College will continue to utilize the communications channels consistently as a means to provide updated information. See Attachment G: Communication Plan for details.
- The College 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).
 - Communicate to faculty and staff any required training to help them adjust to new campus behaviors.
 - 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).
 - Establish formal and informal routes of communication for employees to express concerns, questions, comments, and feedback (5).
 - The College will train all personnel on new protocols and frequently communicate safety guidelines.
 - **Hostos** 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.
 - 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)
 - 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 Committee(s) will be responsible for answering questions from students and faculty regarding COVID- 19 health emergency and plans put forward by the institution.
 - Campus Reopening Committee(s) will work closely with the Chancellery/COO's Office to monitor health conditions and jointly develop monitoring strategies.
 - The Campus Reopening Committee(s) will also work closely with the Chancellery/COO's Office to coordinate with local health departments, as needed, and other higher education institutions
 - The College's signage plan is included in the **Reopening Communications Plan**. Signs will be posted in high visibility areas inside and outside of each building (including common areas, restrooms, shared office

spaces, classrooms, etc.).

- 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
- Floor markings or barrier tape may be used where necessary to promote physical distancing (36). For more information on signage see Part 1, Section II. A. 'Physical Distancing' and Section I. B Guidance for Specific Spaces.
- The College will use email, social media, and other channels as appropriate to announce campus policies, as well as information about departmental plans and the campus-wide plan. This information will also be posted conspicuously on the website; the location online will be advertised on posters around the campus.
- Public Safety personnel will be trained to assist with community adherence to campus policies and safety plans. This will include talking points/best practices for how to approach individuals who are not following with posted rules, and how to identify and record violations in line with appropriate reporting structures for staff, faculty, and students. In all rented spaces where the College operates, the designated person(s) will work with building management to help facilitate any building-wide communications.
- The College will communicate that staff and faculty must inform Public Safety when they plan for essential visitors to enter the campus, and that they must gain approval in advance. Public Safety, working on behalf of the Coronavirus Campus Coordinator, must be provided with a log of expected visitors to coordinate screening, tracing, and cleaning & disinfecting processes. This will enable screening and tracing processes as described in Section III. (e.g. Third-Party Contractors)
- Messaging will be guided by a focus on plain language, sensitivity to the realities of our campus population, and crisis-specific principles. ***See the Appendix G: Reopening Communications Plan for additional details.***

III. PROCESSES

A. Screening and Testing

Hostos Community College has designated Esther Rodriguez-Chardavoyne as the College's 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.

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.

- The College will communicate that employees who are sick must stay home or return home if they become ill at work.
 - The College will ensure 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.

- Any student, faculty, or staff member diagnosed with COVID-19 by their healthcare provider must notify the Coronavirus Campus Liaison via the template.
- 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.

Screening:

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

- Mandatory regular NYS health screening of their employees, students and, where practicable, scheduled visitors but such screening will not be mandated for delivery personnel
 - All employees reporting to work on campus as well as students and visitors must be screened on a daily basis.
 - All students, faculty, staff and visitors are required to complete the Everbridge Health Screening app prior to coming to campus. They must show that they have received a "Access Approved" designation before they are allowed to enter any Hostos facility.
- Anyone entering the campus will be screened using the NYS health screening template which asks the required three questions as to whether the individual has:
 - (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.
- 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.
 - The Campus Coronavirus 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). The College will also provide the individual with information on healthcare and testing resources, if applicable.
- In addition to daily screenings, the College will 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. The College will direct individuals to use the health screening template to self-report symptoms, in addition to notifying their supervisor or advisor.
- The College has clearly defined measures that will serve as warning signs that infection may be increasing beyond an acceptable level. See Section II 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. If campuses implement temperature checks, the following guidelines must be adhered to:

- The College is prohibited from keeping records of employee health data (e.g. specific temperature data of an individual on a given date or time).
- The College will 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.
- Personnel performing screening activities will be a designated 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).
- 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.
- The College will follow 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.
- 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 secure, review and provide this information to the SVC for Institutional Affairs and the Campus Reopening Committee. 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.

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.

B. Tracing and Tracking

Tracing

- If an individual tests positive for COVID-19, the Campus Coronavirus 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, the College 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, the College will partner with local health departments to train staff and students to undertake contact tracing efforts for on-campus populations (25).
- State and Local health departments will implement monitoring and movement restrictions of infected or exposed persons including home isolation or quarantine (42).
- The College will ensure that reporting plans are in place for individuals who are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted to such exposure via tracing,

tracking or other mechanism (42). The CDC-issued guidance will be followed:

<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/data-management.html>

Tracking

- The College 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).
- The College will establish close contacts with local health departments and establish a relationship with healthcare systems in the area for treating students and community members (11).
- The College 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

- The College will 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.
- The College has the ability to isolate any individual anywhere on campus. The person will be asked to stay where they are and someone will respond.
- The College will call an ambulance or bringing someone to the hospital, and alert them that the person may have COVID-19.

Notify Health Officials and Close Contacts

- In accordance with applicable federal, state and local laws and regulations, the Campus Coronavirus 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 Chancellor/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 received 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. The College will assume that the positive occupant may have been communicable 48 hours prior to the onset of symptoms and that occupied areas may be tainted up to seven days after the positive occupant was present in them (18).
- The College must trace the areas where the positive occupant was present, when communicable, and, in consultation with the Chancellery/COO's Office, as well as college facilities, public safety, and affected departments, develop a disinfection plan. Staff will close off affected areas, open windows where possible, and wait at least 24 hours after the positive occupant was present before beginning cleaning and disinfection. Staff will follow enhanced cleaning for prevention guidance outlined above and wear full PPE. If an outside contractor is used for cleaning instead, the College will obtain in writing the following information: scope of work, cleaning methods, products used and associated product safety data sheets, and re-occupancy guidance (18).
- The College will communicate the scope of enhanced cleaning and disinfection with facilities, public safety and affected departments, including subsequent restrictions on accessing areas and applicable signage. The College will also determine campus community notification.

IV. INSTITUTION PLANS

- The College's plan reflects engagement with campus stakeholders and, in accordance with the minimum requirements in these Guidelines, covers: 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 operations on the campus, if necessitated by widespread COVID-19 transmission.
 - The College will submit plans to the Chancellery/COO's Office. The Chancellery/COO's Office will directly contact each campus regarding approval of their submitted plans.
 - The College will conspicuously post completed reopening plans for employees and students to access.
- Per the New York State Reopening Guidelines for Higher Education, the College has received affirmation that they have read and understand the higher education guidelines. See Attachment J: Affirmation Form
 - The NYS Guidance, while embodied in these plans, can be found at:
https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Higher_Education_Detailed_Guidelines.pdf
- The additional safety information, guidelines and resources available at the below listed websites will be referred to for the most up to date information:
 - 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
 - <https://www.osha.gov/SLTC/covid-19/>
 - American College Health Association website
 - <http://www.acha.org>

References

1. ACE: American Council on Education, “Recovery 2020: Key Questions and Principles for Campus Leaders,” May 15, 2020.
2. ACHA: American College Health Association, “Considerations for Reopening Institutions of Higher Education in the COVID-19 Era,” May 7, 2020.
3. AECOM: AECOM, “Return to Service: Higher Education.”
4. AFT: American Federation of Teachers, “A Plan to Safely Reopen America’s Schools and Communities.”
5. AIHA: American Industrial Hygiene Association, “Reopening: Guidance for General Office Settings,” May 26, 2020.
6. AZ DOE: Arizona Department of Education, “Roadmap for Reopening Schools,” June 2020.
7. Back to BU: Boston University, “Back2BU: Phase I Re-entry.”
8. Best Practices for Fall Sports: Best Practices for Fall Sports, CUNY Working Draft.
9. CDC: Centers for Disease Control and Prevention, “Considerations for Institutes of Higher Education,” May 30, 2020.
10. CDC Workplace: Centers for Disease Control and Prevention, “Workplaces During the COVID-19 Pandemic.”
11. CICU Report: The Commission on Independent Colleges and Universities in New York, “Creating Safe and Resilient Campuses: Suggestions for Reopening and Reimagining Colleges and Universities in New York.”
12. CT Higher Ed: Connecticut, “Report of the Higher Education Subcommittee Reopen Connecticut,” May 8, 2020.
13. CT Roadmap: Connecticut, “Roadmap for Reopening Connecticut from Governor Lamont,” May 26, 2020.
14. CUNY Areas: CUNY, “Areas Requiring CUNY Guidelines for Reopening,” June 2, 2020.
15. CUNY NYS DOC: CUNY’s response to NYS State Agencies and Authorities Safety Plan Template: Procedures by Operation, May 15, 2020.
16. CUNY Task Force Recommendations: CUNY Task Force, “Coronavirus Recommendations,” May 25, 2020.
17. CUNY Task Force Worksheet: CUNY Task Force, “COVID-19 Response Guidance Task Force Worksheet,” May 2020.
18. CUNY’s Coronavirus Planning Task Force: Open Campus Task Force, “CUNY COVID-19 Reentry Task Force Draft Report,” June 1, 2020.
19. DOH Executive Order: NYS Department of Health, “Interim Guidance on Executive Order 202.16 Requiring Face Coverings for Public and Private Employees Interacting with the Public During the COVID-19 Outbreak,” April 14, 2020.
20. EAB: EAB, “Support Your Campus Through the Coronavirus Crisis,”
21. Gartner Guide: Gartner, “Tool: Guide to Preparing Your Office for the Return of Employees After COVID-19.”
22. Gartner Playbook: Gartner, “How to Build a Reopening the Workplace Playbook.”
23. JLL: JLL, “Reopen: A Guide for Planning and Preparing Your Campus.”
24. Johns Hopkins: Johns Hopkins Bloomberg School of Public Health, “Public Health Principles for a Phased Reopening During COVID-19: Guidance for Governors,” April 17, 2020.
25. McKinsey: McKinsey, “10 Considerations for Higher Education Reopening,” May 2020.
26. NY Forward: NY Forward, “A Guide to Reopening New York and Building Back Better,” May 2020.
27. NYS Safety Plan Template: New York State Department of Health, “NY Forward Safety Plan Template.”
28. NYS Interim Guide: New York State, “Interim Guidance for State Agencies and Authorities During the COVID-19 Public Health Emergency,” May 15, 2020.
29. NYSED: New York State Education Department, “Distance Education Flexibility Fall 2020 Semester,” May 20, 2020.
30. NYSED FAQ: New York State Education Department, “Frequently Asked Questions: NYS Colleges and Universities Impacted by the COVID-19 Public Health Emergency,” May 12, 2020.
31. NYU: New York University, “NYU Research Reconstitution Plan,” June 1, 2020.
32. OSHA: US Department of Labor Occupational Safety and Health Administration “Guidance on Preparing Workplaces for COVID-19.”
33. Perkins + Will: Perkins & Will, “Road Map for Return: Guidance for a return to the office during COVID-19.”

34. Princeton: Princeton University, “Plan for Phased Resumption of On-Campus Research,” May 28, 2020.
35. Steelcase: Steelcase, “Social Distancing in Education,” April 17, 2020.
36. Tiger Team Report: George Mason University, “Patriot Tiger Team Report on Fall 2020 Options,” May 8, 2020.
37. TN Pledge: Tennessee Pledge, “Higher Education.”
38. UHLS: Upper Hudson Library System, “UHLS Coordinated Reopening Committee Recommendations,” May 15, 2020.
39. USC: University of Southern California, “Guiding Principles for the Restart of On-Campus Classroom Instruction.”
40. WHO: World Health Organization, “Coronavirus disease 2019 (COVID-19) Situation Report – 46,” March 6, 2020.
41. NYS Interim Guidance - Higher Ed: NYSDOH, “Interim Guidance for Higher Education During the COVID-19 Public Health Emergency,” June 20, 2020.
42. Reopening New York - Office: NYS, “Reopening New York: Office-Based Work guidelines for Employers and Employees.”
43. CUNY NYS DOC V2: Version 2 of CUNY’s response to NYS State Agencies and Authorities Safety Plan Template: Procedures by Operation.
44. NYS Summary Guidance - Higher Ed: NYS, “Reopening New York: Higher Education Guidelines.”
45. NYS Checklist - Higher Ed: NYS, “Reopening New York: Checklist for Higher Education Institution Reopening Plans.”

Attachments

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

Attachment A: Physical Distancing Plan

Attachment B: Signage Plan

Attachment C: COVID-19 Protective Equipment Requirements

Attachment D: Cleaning and Disinfection Plan

Attachment E: Phase in Plan

Attachment F: Ramp Down / Reclosing Plan

Attachment G: Communication Plan

Attachment H: Screening Plan

Attachment I: Campus Reopening Committee Members

Attachment J: Affirmation Form

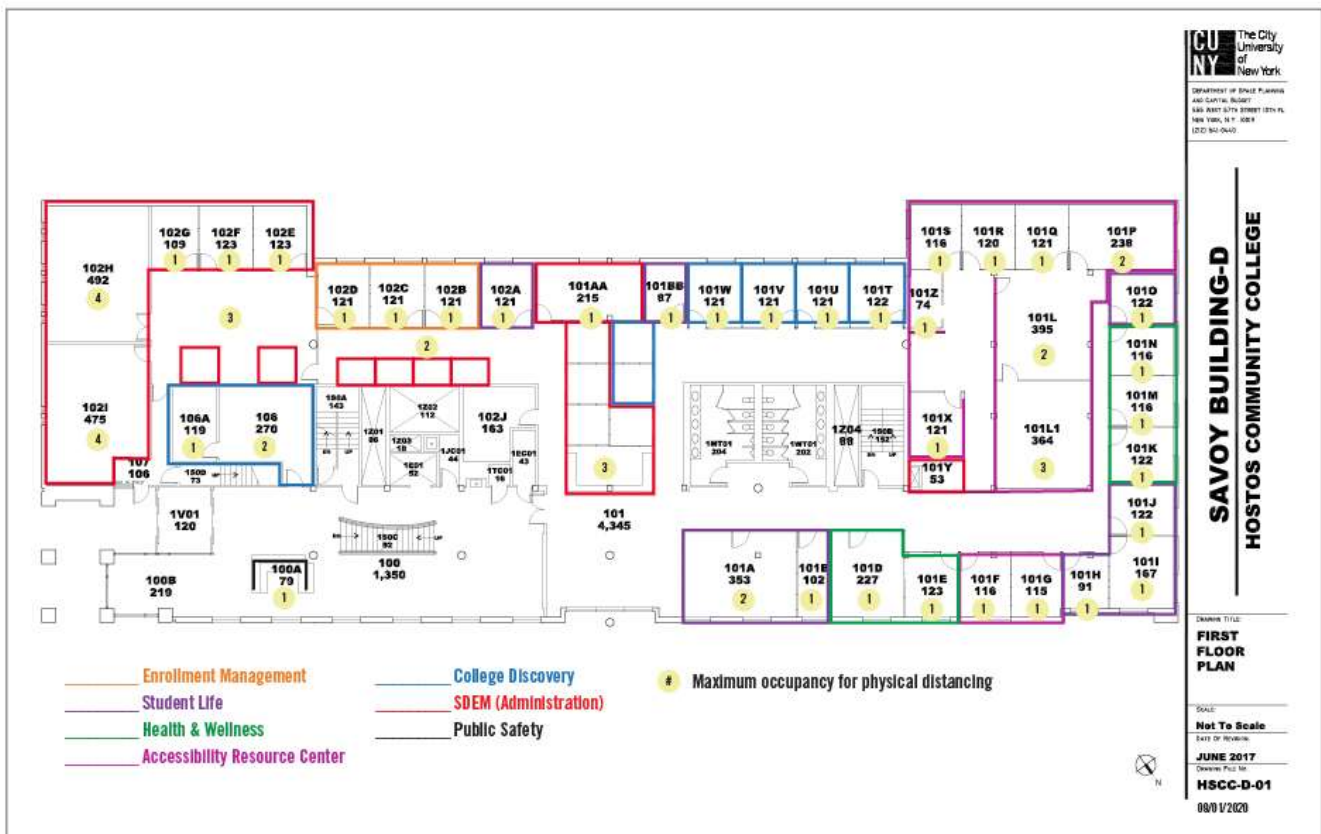
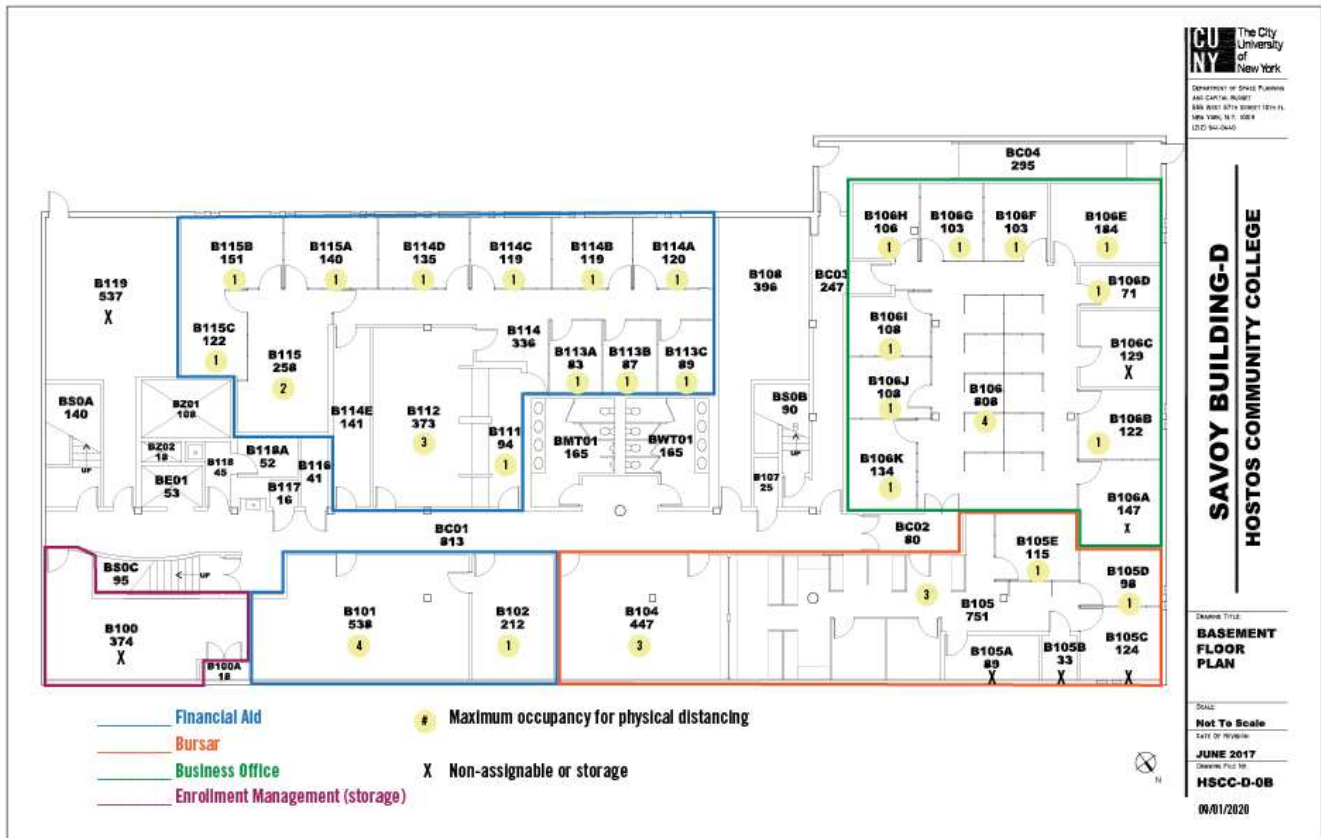
Attachment A: Physical Distancing Plan

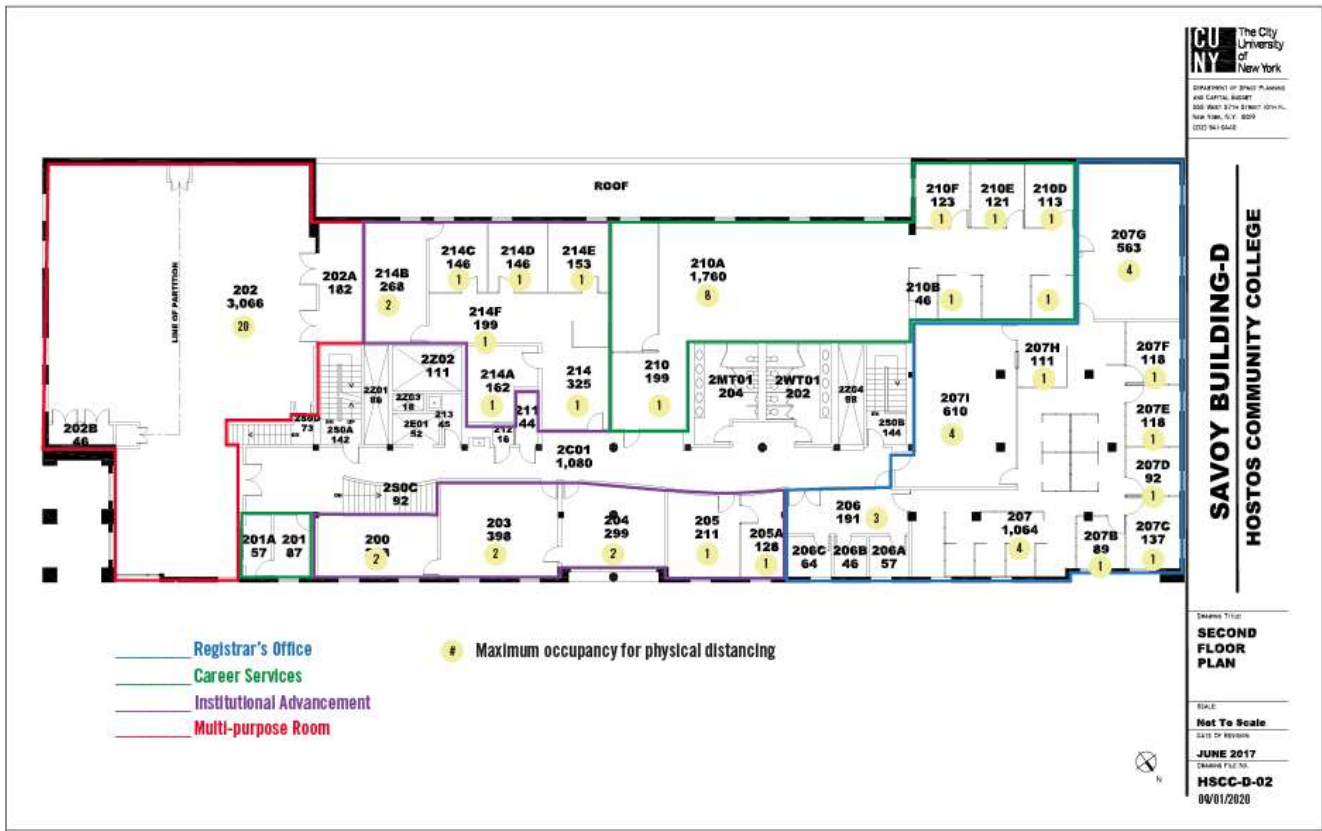
August 2020 – Phase I

Hostos Community College is using a factor of 113 square feet per person to calculate acceptable physical distancing in college facilities. To assist departments as they develop staggered work plans to bring staff back to work on campus, floor plans are provided indicating the maximum occupancy within any individual office space or service area. During Phase I Reopening, the actual number of staff permitted on any one day is kept below 25% of maximum normal occupancy. Work plans must satisfy both metrics before being approved by the Campus Coronavirus Coordinator. (See sample for The Savoy Building.)

Prior to developing plans, the Director of Environmental Health and Safety and the Chief Administrative Superintendent surveyed facilities and assessed how many people could occupy a space at one time given the configuration, furnishing and circulation of the space. Sneeze guards were installed at all reception windows and floor decals have been applied to help maintain social distancing where lines form or in hallways. Signage is also employed (see Attachment B) to remind people that they must maintain a distance of 6 feet from other people, that masks must be worn, and advising people of the maximum occupancy of a room.

Classrooms pose a major challenge at Hostos Community College. With the average square footage per person in classrooms at 14.5 feet, the college will continue with the majority of classes online. The exception for Fall 2020 will be Allied Health programs requiring hands-on training in specially designed and equipped labs. Dental Hygiene, Rad Tech and Nursing have worked closely with Campus Facilities to develop plans to ensure social distancing in their labs. In the case of Nursing, where instruction is both in the nursing lab and in smart classrooms, faculty have split classes into small groups which can be accommodated in smart classrooms and will float between groups to provide instruction. In this way, Hostos is able to provide 53 sections in critical Allied Health labs this fall.





SAVOY BUILDING (D BUILDING)			
Department	Floor	Normal Staff	Phase I: Maximum Occupancy 25%
Financial Aid	Basement	10.5	3
Bursar	Basement	6.5	2
Business Office	Basement	6.5	2
College Discovery	1st Floor	9	2
Student Life Offices	1st Floor	16	4
Enrollment Management	1st Floor	4.5	1
Accessibility Resource Center	1st Floor	9	2
Health & Wellness Services	1st Floor	4.5	1
Public Safety	1st Floor	1	0
SDEM	1st Floor	13	3
Career Services	2nd Floor	8	2
Registrar	2nd Floor	10.5	3
Institutional Advancement	2nd Floor	8	2

Attachment B:

Signage Plan

August 2020 – Phase I

This list of signage applies, at minimum, to all buildings and areas that are unlocked when Phase I of reopening begins.

A sample of signs to be used at **Hostos Community College** follows.

Building Entrances

- 01.4a: Campus is PAUSED or 01.4b: Campus Moving Forward.
The sign we use is determined by our reopening status (01.4a before, and 01.4b after).
- 01.1: Arriving on campus.
- 02.4: Physical distance required.
- 03.1: Face covering required.
- 02.9: Parking Redirect. *Access to the A Building from the parking lot will be restricted. This sign will be posted on the outside of the A Building parking lot door to direct people to use the main building entrance.*

Lobbies and Hallways

- 01.2: Health Check-In. For health check station in building lobbies.
- 01.3: Stay Home if You're Sick.
- 02.2: Take Stairs. *This will be used specifically in building lobbies where separate turnstiles are required to access stairs instead of elevators. This will be placed next to turnstiles to draw attention to the stairs and to divert foot traffic earlier.*
- 02.4: Physical Distance Required.
- 02.5: Line Up Here. *Set of signs with arrows that can be posted on walls or on stanchions to help direct foot traffic.*
- 02.6: Occupancy (maximum)
- 03.1: Face Covering Required.
- 03.4: Use Trash Cans.
- 04.1: Currently Closed. *This will be used for seating areas in lobbies or hallways that are currently closed for use. This will be used, at minimum, in the A Building lobby.*
- Floor decals indicating 6 feet of distance, particularly for waiting areas and anticipated lines.
- Arrow floor decals indicating direction of foot traffic.

Notes:

- We developed a handout (01.5: *StudentServices*) to help students and prospective students get in touch with staff working remotely; some have visited the campus looking for assistance from student service areas or advisement offices. This handout will be available in building lobbies.
- One or more additional signs are planned that would be posted in lobbies and hallways. Messages include: what we're doing to keep spaces clean and safe; a notice that information will be made available on the **Hostos** website; and a request for feedback.
- Several signs/messages may be combined (stay home if you're sick; keep physical distance; face covering required; wash your hands or use hand sanitizer) into one larger poster at a later date, if we decide it's helpful.

Elevator Lobbies and Elevator Cars

Locations and numbers of elevators on campus are as follows: The A Building (Allied Health Building) has a total of three (3) elevators between two separate elevator banks. The B Building has three (3) elevators. The C Building (East Academic Complex) has two (2) elevators. The D Building (Savoy Manor Building) has one elevator.¹

The following applies to all elevators on campus.

Elevator lobbies:

- 02.1a: Elevator Outside Sign. Guidelines for elevator use, including 2 people maximum, face coverings required, and a reminder to take the stairs for people who can.
- Floor decals indicating 6 feet of distance on levels where we anticipate people will line up to wait.

Elevator cars:

- 02.1b: Elevator Inside Sign. *Reminders that elevators are 2 people maximum, face coverings are required, a request to avoid talking, and instructions to stand apart on decals facing away from each other.*
- Floor decals to indicate where people should stand to maintain physical distance.

Staircases

- 02.3: Keep Right on Stairs. *Floor decals on stair risers reminding people to keep to their right.*
- 02.4: Physical Distance Required.
- Arrow floor decals indicating direction of foot traffic.
- Stanchions will be used to separate traffic, where necessary and possible.

Bathrooms

Outside of bathrooms:

- 02.7-Bathroom Outside. *Sign stating that bathrooms are 2 people maximum, face coverings are required, and to wash hands.*
- 04.5a: Bathroom Closed. *This sign has space to write the location of the closest available bathroom.*

Inside of bathrooms:

- 02.4: Physical Distance Required.
- 02.8: Bathroom Inside. *Sign with a reminder to wash hands thoroughly.*
- 03.1: Face Covering Required.
- 04.5b: Stall/Urinal Not Available.
- 04.5c: Sink Not Available.

Classrooms, Computer Labs, Library, Offices, Meeting Rooms

A combination of the below signs will be used, depending on what's appropriate for the space.

¹ The G Building (Administration Building) only has stairs; all other buildings (Trailer Site 5, Trailer Site 6, Prow Building, CLIP Building, and Gateway Building) occupy one level.

- 02.4: Physical Distance Required.
- 02.6: Occupancy (maximum).
- 03.1: Face Covering Required.
- 03.3: Clean Shared Work Areas. A reminder to wipe down equipment in meeting rooms and other common areas after use.
- 03.5: Avoid Sharing Items.
- 04.1: Currently Closed.
- 04.2: Offline. General signage limiting use of a workstation.
- 04.3: Staff Only.
- 04.4a: Seat Not Available.
- 04.4b: Table Not Available.
- 05.1: Office Cleaned: To be posted (with date filled in) by custodial staff when a space is cleaned and locked.

Note: Several of signs/messages may be combined (stay home if you're sick; keep physical distance; face covering required; wash your hands or use hand sanitizer) into one larger poster at a later date, if we decide it's helpful.

Receiving Area

- 02.4: Physical Distance Required.
- 02.6: Occupancy (maximum).
- 03.1: Face Covering Required.
- 03.3: Clean Shared Work Areas. A reminder to wipe down equipment in meeting rooms and other common areas after use.
- 04.3: Staff Only.

Additional Areas








Several areas on our campus will not be opened in Phase I; additional signage will be developed before those areas reopen to address specific needs. These areas include the cafeteria; and gym, fitness areas, and pool.



Welcome to Campus!

Please wait here to complete a brief health check-in

Follow these guidelines while on our campus today:

-  **Always wear a face covering when you're on campus.**
-  **Keep 6 feet apart from others—the width of a car—whenever possible.**
-  **Practice good personal hand and respiratory hygiene.**
-  **Let Public Safety know where you're headed.**
-  **Limit elevators to 2 people at a time, take stairs if you can.**
-  **Limit bathrooms to 2 people at a time.**
-  **Limit gatherings to 10 or fewer people and stay 6 feet apart.**

Some people can't wear face masks, or need other accommodations. If this applies to you, please let us know at check-in.

Thank you for helping us protect the health of our community!

Questions? Send an email to covid19@hostos.cuny.edu



Stop here for a health check-in



We will ask you where you're headed on campus.



We will check your body temperature with a touch-free thermometer.



We will ask a few questions about any recent exposure to COVID-19.

Once you're done, you'll get a wrist band that shows you were screened today.

Thank you for helping us protect the health of our community!

Questions? Send an email to covid19@hostos.cuny.edu



Not Feeling Well?

If you have a fever or cold and flu-like symptoms
such as a cough, sore throat, runny nose, or body aches,
you are required to stay home, and may not enter campus.

If you begin to feel sick while on campus, please return to
the health-check station and let us know.

**Thank you for helping us protect the
health of our community!**

Questions? Send an email to covid19@hostos.cuny.edu



Elevator is limited to 2 people at a time



Continue to wear face coverings while inside.



If you're able, take the stairs so those who need an elevator have a shorter wait.

**Thank you for helping us protect the
health of our community!**

Some people can't wear face masks, or need other accommodations. If this applies to you, please let us know at check-in. If you are not at a check-in station, you may contact the ARC office at 718-518-4454.

Questions? Send an email to covid19@hostos.cuny.edu



Bathroom is limited to 2 people at a time

Continue to wear face coverings while inside.

Be mindful that other people who need the bathroom
may be waiting for you to leave.

Wash your hands thoroughly before leaving.



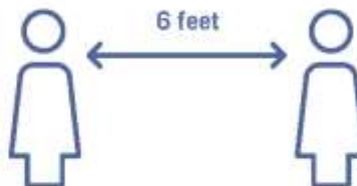
**Thank you for helping us protect the
health of our community!**

Questions? Send an email to covid19@hostos.cuny.edu



**Help us maintain
a safe distance from
each other**

**Up to _____ people in this room
at any time, and follow any markings
on the floor and on seating.**



**Thank you for helping us protect the
health of our community!**



Wear a face covering



Face covering over mouth and nose required at all times

**Thank you for helping us protect the
health of our community!**

Some people can't wear face masks, or need other accommodations. If this applies to you, please let us know at check-in.
If you are not at a check-in station, you may contact the ARC office at 718-518-4454.

Questions? Send an email to covid19@hostos.cuny.edu

Attachment C:

COVID-19 Protective Equipment Requirements

August 2020 – Phase I

Protective Equipment Requirements – Phase I

The College will allow individuals to use their own acceptable face coverings but does not require employees to supply their own face coverings. The College will 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.

The college has temporarily suspended the issuance, and fit testing, of N95 respirators to essential employees who are not already medically evaluated or fit tested. This allows the College to preserve and prioritize the supply of limited N95 respirators for use in situations where they are mandatory to be worn. CDC guidelines [Recommended Guidance for Extended Use and Limited Reuse of N95 Filtering Face piece Respirators in Healthcare Settings in order to conserve PPE when necessary](#), will be followed as applicable.

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

- Protective eyewear
 - Manufacturer recommendation should be followed for cleaning, disinfection and storage.
 - When manufacturer instructions for cleaning and disinfection are unavailable, such as for single use disposable face shields, consider, for reuse purposes the following is recommended:
 - While wearing gloves, carefully wipe the inside, followed by the outside of the face shield or safety glasses/goggles using a clean cloth saturated with neutral detergent solution or cleaner wipe.
 - Carefully wipe the outside of the face shield or goggles using a wipe or clean cloth saturated with an EPA registered antimicrobial / disinfectant solution on the ***“List N: Disinfectants for use against SARS-CoV-2, the cause of COVID-19”***.
 - Wipe the outside of face shield or goggles with clean water or alcohol to remove residue.
 - Fully dry (air dry or use clean absorbent towels).
 - Store in a secure and isolated clean area
- The following is recommended for Facemasks (surgical/procedural) for reuse purposes, carefully folded so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage. The folded mask can be stored between uses in a clean sealable paper bag or breathable container.
 - If soiled or damaged it should be removed and disposed of immediately followed by proper hand hygiene. A replacement facemask should be acquired before task(s) are resumed.
 - Supervisors are to be notified by the employee if a replacement is required, so that it can be provided accordingly
- The following is recommended for Cloth Face Coverings for reuse purposes:
 - Wash with soap and water and let air dry.
 - If damaged it should be disposed of and replaced.

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

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

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

	COVID-19 Protective Equipment Requirements						
	Acceptable Face Covering. Minimum Requirement is a Cloth Face Covering	N-95	Isolation Gowns or Coveralls	Gloves	Protective Eyewear (face shield, safety glasses, goggles)	Surgical/Procedural Masks or Equivalent or greater filter efficiency	Coveralls
Locations							
All College Buildings	x*						
Common Space (i.e. corridors, stairwells, restrooms, elevators, lobby, court yard, cafeteria (dining area))	x*						
Labs	x						
Classrooms	x						
Office Complex	x						
Private Office	x*						
Waiting Rooms for Emergency Response			x***	x***	x***	x	
For Employees, Students and Third Parties:							
All Employees	x				x**		
Public Safety	x			x	x**	x**	
Third Party Contractors /Vendors	x						
Visitors	x						
Receiving /Mail Center/Loading Dock	x			x	x		
Custodial Staff				x		x	x
Dental Hygiene Clinics		x**	x**	x	x**	x	
Employees in Direct Contact with the Public	x				x		
All Students	x						
Dental Hygiene Students Engaged in Close Contact Simulations for Instructional Laboratories on Campus	x				x**		
All Students and Faculty							
Dental Hygiene Clinics		x	x	x	x		

x* = only exceptions are sole occupant, working alone in an isolated area, eating or drinking and must be ready to wear or put on if someone unexpectedly comes within 6ft

x**= students and employees engage in activities on campus that require individuals to come within 6 feet of each other

Attachment D: Cleaning and Disinfection Plan

August 2020 – Phase I

Cleaning and Disinfection Plan – Phase I

Logs, checklists, and other forms of documentation will be completed by building supervisor to track activities such as targeted deep cleaning, disinfecting tasks, and other related activities. The data will be collected daily or as appropriate, reviewed, and analyzed by Principals and department manager. Based on this data, adjustments will be made to maintain the Custodial Department's day-to-day operations efficiently.

Distribution of supplies will be done by designated staff or department manager. Reports of supply usage will be tracked and monitored by Superintendent and supervisors to ensure that supplies are adequate, and demand is not abused.

The College will train employees on the proper use of PPE and cleaning products. **Hostos** will use f EPA approved and products listed on the EPA List N: Disinfectants for Use against SARS-CoV- If cleaning or disinfecting products or the act of cleaning and disinfecting causes safety hazards or degrades the material or machinery, the following requirements will be enforced:

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

The College will 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

For clarity, the following concepts are defined:

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

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

Disinfecting Protocols will include the use of electrostatic sprayers, where applicable.

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

Entrances, Elevators, and Stairs

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

- General Cleaning – will take place continuously throughout the day.
- Disinfecting - All high touch areas will be disinfected thrice a day
 - Stair railings
 - Elevator buttons and walls
 - Handles

- Doors and Push Plates
- Hand Sanitizer Station dispensers are available throughout common areas, such as at the building entrances and exits, corridors, and elevator lobbies. Hand sanitizing solutions consist of an alcohol-based hand sanitizer containing at least 60% alcohol for areas where hand washing facilities may not be available or practical. Hand sanitizers will be replenished as needed.

Lobbies, Hallways and Gathering Places

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

- General Cleaning – will take place continuously throughout the day
- Disinfecting – All high touch areas will be disinfected thrice a day
- High –Touch Points
 - Stair railings
 - Water Fountains
 - Doors and Push Plate
 - Hand Sanitizer Station – Will be replenished as needed

Restrooms

- General Cleaning, sanitizing and monitoring of soap and paper supply – Cleaning and restocking should be targeted hourly.
- Deep cleaning will take place once a day.
- Disinfecting - All high touched areas will be disinfected thrice a day
 - High –Touch Points
 - Fixtures
 - Dispensers
 - Mirrors
 - Push Plates
 - Trash receptacles
 - Handles
 - Stall Doors

Classrooms

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

Clinical Laboratory Science

Designated staff or personnel will be responsible for the maintenance of the Science and Health Sciences lab equipment, including cleaning and disinfecting laboratory equipment including, bench tops after each class.

- General Cleaning – will take place once a day or as needed. Deep cleaning will be performed daily
- Disinfecting – All high touch areas will be disinfected once a day by a designated staff member
- High –Touch Points
 - Tables and chairs
 - Podiums
 - Keyboards (Performed by designated person(s))
 - Phone
 - Doors and light switches
- Labs are equipped with sink and students are required to practice good hygiene.
- Where cleaning and disinfecting supplies are not provided within a Science/Health Sciences laboratory for students and professors to use before and after use of shared equipment/models, College Laboratory Technicians or designated personnel

Offices and Conference Rooms

Offices will be inspected and cleaned before reopening. General cleaning practices will resume when space is reoccupied. Occupants of the College will be vested with the responsibility of cleaning their personal work areas. The College Campuses will provide departments with single-use disinfecting wipes and/or multi-surface spray cleaners to support self-servicing.

- General Cleaning – will take place once a day or as needed. Deep cleaning will take place weekly or as needed.
- Disinfecting - will take place daily or as needed
- High –Touch Points
 - Doors
 - Telephones
 - Conference table and chairs
- Common Used Equipment – When available, the College will provide appropriate supplies to clean surfaces before and after the use of common used equipment. We encourage the use of these supplies following the manufacturer's instructions, followed by hand hygiene. (41)

Dining Area

Dining Area will be clean and sanitized by custodial staff.

- General Cleaning - will take place once a day by custodial staff and several times throughout the day by the vendor. Deep cleaning will take place weekly.
- Disinfecting – will take place at minimum twice a day by custodial staff
- High –Touch Points
 - Doors
 - Tables and Chairs
 - ATM Machines and Vending Machines
 - Counters

- Common Used Equipment – The College will provide appropriate disinfecting supplies and will place signage to encourage the use of these supplies for equipment such as microwaves and tables.
- Hand Sanitizer Stations are installed in all Cafeterias and will be restocked as needed.

Cleaning and Disinfection Protocol for a confirmed COVID-19 case

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

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

- Areas occupied by the suspected or confirmed COVID-19 individual, such as offices, classrooms, bathrooms, and common areas will be closed off immediately when feasible. If it is not feasible to close off the affected area(s), the College will close operations as applicable.
- Closed areas are to remain closed for a minimum of 24hrs, or as long as possible before cleaning/disinfection procedures begin. If 24hrs is not feasible, wait as long as possible following the Office of Environmental Health and Safety (EHSO) directives.
- Isolate papers or any soft (porous) surfaces for a minimum of 24 hours before handling. After 24 hours, remove soft materials from the area and clean the hard (non-porous) surfaces per the cleaning and disinfection recommendations. Isolate hard (non-porous) surfaces cannot be cleaned and disinfected for a minimum of seven (7) days before handling
- Upon notification facilities will increase outside air intake and when feasible outside doors and windows will be opened to increase air circulation in the area before the cleaning/disinfection.
- Upon notification housekeeping department will schedule and perform a rigorous cleaning and disinfection of the area(s) (i.e., offices, classrooms, bathrooms, and common areas) of concern following EHSO directives.
- Only EPA registered antimicrobial products given on "List N: Disinfectants for use against SAS-CoV-2, the cause of COVID-19", will be used at the College.
- Any area that is not cleaned must remain closed for a minimum of seven (7) days as per guidance from the CDC.
- If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection are unnecessary, but routine cleaning and disinfection will continue.
- If the machinery or equipment in question is not accessible to employees or has not been in contact with someone infected with COVID-19, additional cleaning and disinfection is unnecessary, but routine cleaning and disinfection will continue
- If machinery or equipment are thought to be contaminated or shared by many, disinfect surfaces using EPA approved and products listed on the EPA List N: Disinfectants for Use against SARS-CoV-2 and appropriate for the surface before and after use followed by proper hand hygiene.
- If machinery or equipment are thought to be contaminated and cannot be cleaned, they are isolated for seven (7) days before handling.
- Area(s) of concern is not to be reopened until cleaning and disinfection have been completed and cleared for occupancy by EHSO.

Attachment E:

Phase in Plan

August 2020 – Phase I

Attachment E: Reopening Phase Plan

The College will refer to industry-specific instructions and guidelines, CUNY's [Guidance on Academic Continuity to Campuses](#) and [Considerations for Reopening Facilities & Services in Stages](#) for the most up to date information prior to implementation of each stage to ensure all public health protocol are considered.

The Reopening Phase Plan is developed with the notion that as one Phase is implemented, activities from prior Phases will continue and expand with additional safeguards in place as density on campus increases. At each phase the maximum occupancy allowed is determined by the number of occupants in a department who can safely be accommodated while maintaining 6 feet of physical distance from other occupants or visitors; this analysis will then be balanced with the floor and the building as required. For purposes of planning, **Hostos Community College** is using 113 Square Feet per occupant as a basis for planning occupancies.

The Phasing in of campus activity begins with essential staff and grows gradually over time as each new cluster of campus occupants will need to be monitored. First to ensure that everyone is following the prescribed public health requirements and new college operational requirements; second to monitor that College Operations and Maintenance are able to consistently provide the needed additional services in a timely and consistent manner, and thirdly to achieve a level of confidence that the college is successfully moving through each phase without incident or hardship.

To start with, in Phase I:

- Transportation (N/A – The College does not provide transportation services)
- Public Events – not allowed; the College will make special considerations when deemed necessary (e.g. blood drive) where safety measures can be guaranteed.
- Large Venues and Events (where safety measures cannot be guaranteed) –closed and cancelled until public health protocols allow
- Educational Camps – will be initially closed and reopened when deemed appropriate with physical distancing and approved operational plans in place
- Dining – Cafeteria services are closed until deemed appropriate to reopen.
- Sporting/Training Facilities – (N/A – the College does not have Sports/Training facilities)
- Theatres – will be initially closed until deemed appropriate to reopen with appropriate physical distancing and approved operational plans in place.
- Gyms and Fitness Centers, including Pools– will be initially closed and reopened when deemed appropriate with physical distancing and approved operational protocols are in place.
- Retail/Bookstore – (N/A – the College no longer has a bookstore or retail shop)
- Construction – continued with strict physical distancing and public health protocols in place.
- Maintenance – regular, continue with detailed cleaning in place
- Due to the nature of the College's operations, specific areas will be required to provide their own reopening plans. The plan must be approved, and physical distancing and operational plans need to be in place, prior to the implementation of the phase in which it is included. The College will follow considerations provided by CUNY for staged reopening of:
 - [Libraries](#),
 - [Research laboratories](#),
 - [Clinical placements](#),
 - [Campus childcare centers](#),
 - [Health and wellness services](#),
 - [Mental health services](#),
 - [Travel](#), and

- Student life/ inclusion (as it related to [student activities](#), [student orientation](#), accommodating students with disabilities, and [interfaith programs & campus ministries](#)).
- Thresholds for moving to the next Phase as well as thresholds for possible ramp down or closure will be closely monitored (All City, State and CUNY public health protocols will be followed)
 - Phase 0 – essential staff only and operations;
 - Phase 1 – Maximum 25% of normal occupancy while maintaining social distance guidelines in individual spaces;
 - Phase 2 – Maximum 50% of normal occupancy while maintaining social distance guidelines in individual spaces;
 - Phase 3 – Maximum 75% of normal occupancy while maintaining social distance guidelines in individual spaces;
 - Phase 4 – Fully Reopened at 100% normal occupancy while maintaining social distance guidelines in individual spaces.

Occupancy

In the Fall of 2019, the College had 670 full-time staff and 858 part-time staff. When this report cites 25% or 50% of the normal staffing levels, it is referring to the occupancy of a particular space or office during normal operations. As the total employee headcount is approximately 1,528 (Fall 2019) during normal operations, a 25% occupancy level will result in an on-campus employee population of 382 or fewer. A 50% occupancy level will result in a campus employee population of 764 or less on campus at any given time.

The Fall 2019 student population was approximately 7,120 total students with a full-time equivalent (FTE) of 4,709. The student population on-campus in Phase I will be restricted to those students who are enrolled in essential hands-on training courses (limited to Allied Health) or for those students who have been authorized to meet with specific student services officers (e.g. Financial Aid, Admissions, Student Success Coaches, ASAP Advisers, etc.) and who have made an appointment.

Room occupancy guidelines of 113 square feet per person and physical distancing guidelines of 6 feet separation between people will be practiced throughout the campus.

Phased Re-Occupancy

Central to the College safety plan is a phased and controlled re-occupancy. Movement between phases will be determined by the Governor and the Chancellor. At each phase the Campus Coronavirus Coordinator will assess the conditions and activities planned to ensure that increased occupancy will remain within physically distanced spaces. To facilitate re-occupancy, the College has categorized the following groups in the following manner for phased re-entry:

RE-OCCUPANCY PHASE	OCCUPANCY	EMPLOYEES	FACULTY	STUDENTS
0	Essential Staff and Operations Only	Employees and Contractors performing essential activities are working on campus; all other employees will continue working remotely.	Faculty performing on-campus instruction permitting on-campus during those instructional periods	Only those students taking essential hands-on or testing that must be in person are allowed on campus.
1	Maximum occupancy: 25% of socially distanced occupancy	Additional employees and contractors will return to campus as departmental plans are approved so that they may prepare for opening the campus to students.	Faculty may visit by pre-approved appointment to pick-up instructional materials; Limited on-campus Faculty.	Students taking essential labs or hands-on training are allowed on campus. Students who need on campus assistance from a student services office (e.g. financial aid, admissions, advisement etc.) should make an appointment to visit campus, but walk-ins will be allowed.
2	Maximum occupancy: 50% of socially distanced occupancy	Remote work may occur as part of each department's plan to meet the College's needs and comply with City and State guidelines.	Faculty Department's may work on-site in accordance with the approved Department plan	Students begin returning to campus (i.e., students requiring face-to-face support are allowed back on campus by appointment) while minimizing walk-in traffic.
3	Maximum occupancy: 75% of socially distanced occupancy	Standard employee operations have resumed. HR will work with employees seeking a reasonable accommodation due to health and safety concerns	Standard Instructional operations have resumed. HR will continue to work with faculty who may request reasonable accommodations	Students are welcomed back in a reduced capacity in adherence with County and State guidelines.
4	Fully Reopened at 100% Capacity of socially distanced occupancy	Standard employee operations resumed with increased on-campus walk in services available	Standard instruction resumes with access to on-campus services and facilities	Students welcomed back at full capacity with access to on-campus services and facilities – Students from other campuses may utilize the library and services

Phase I – Maximum 25% of normal occupancy while maintaining social distance guidelines in individual spaces

- All employees are encouraged to continue to work remotely when feasible.
- Activities/areas/departments that can open: all essential areas and activities that were on-site in Phase 0 will continue (ex. Mailroom, food pantry, facilities)
 - In-person Courses – only approved academic programs that require in person/hands on instruction in early stages
 - Clinical health care courses – must provide a plan to the Provost and Administration for approval prior to scheduling any courses
 - Enrollment and Advisement Services – must provide a plan coordinated with the related departments
 - Humanities: Art/performance/media – access to special equipment only for minimal amount of time; must provide a plan to the Provost and Administration for approval prior to scheduling any courses
 - Sponsored, time-sensitive research must provide a plan to the Provost and Administration for approval prior to being on campus
 - Construction with essential workers
- Campus reopening plans will be communicated with faculty, staff and students as per the College's communication plan.

- Those approved to be on campus:
 - Percent of building capacity/# of people – Anyone on-campus must be approved first by the Campus Coronavirus Coordinator.
Faculty, staff, and students should be on campus the minimal amount of time necessary; if it is for a course, faculty and students should leave the campus once the class has ended.
 - Students should be limited to active classrooms, open service areas, and transit corridors.
- Preventative measures:
 - Mandatory face coverings (provided to faculty and staff; department provides for clinical students), 6 feet of physical distancing, cleaning/disinfecting protocols and schedule, monitoring, daily screening of those entering a building, required online trainings for employees and students, proper signage, directional signs (e.g. floor decals)
 - All faculty and staff must
 - have the approval of their Division VP and the Campus Coronavirus Coordinator in order to be on-campus
 - have passed the screening
 - be on the approved list with Public Safety.
 - Continued remote courses / classwork in the event of a ramp down or closure.
 - Students should be on a daily roster. Once they pass the screening, the program can then provide an approved list to Public Safety.
 - Employees in shared workspaces will coordinate their schedules so they are staggered
- General Guidance for Enclosed Spaces will be followed as detailed in the plan for Phase I
- Threshold to move to the next phase:
 - Assessment process – examine as phases progress
 - Begin planning for next phase early so that it's successful
 - In person classes and labs: Plans will be developed pending notification from the University that the College can move forward to the next phase. It will be approached on a semester by semester basis.
 - Track campus and community rates:
 - No increased risk of infection, a decline in COVID transmissions in the city and minimal transmission on campus
 - Increased in PPE, Staffing/budget considerations to move to next stage
- Thresholds to remain in the phase longer than planned:
 - Incidence of COVID-19 on campus that is not successfully contained.
 - Increase in COVID cases in the city
 - Public transportation risk
- Threshold to revert to a prior phase:
 - Significantly increasing infection rates on campus that were not successfully contained
 - An increase in COVID cases citywide
 - See ramp down section

Phase II – Maximum 50% of normal occupancy while maintaining social distance guidelines in individual spaces

- All employees are encouraged to continue to work remotely when feasible.
- Activities/areas/departments that can open with individualized approved plans:
 - Essential on-site activities from Phase I will continue
 - Increase in-person courses/programs that cannot be effectively delivered at a distance, such as those courses which are highly experiential or are dependent on access to campus infrastructure, and/or require in-person instruction based on regulatory requirements
 - Individual approved plans will still be required

- Lectures that have been conducted successfully in a remote capacity will continue to be online
 - Additional construction and maintenance projects as needed
 - Increase in student educational support services
- General Guidance for Enclosed Spaces will continue to be followed as detailed in the plan for Phase I
- Preventative measures:
 - refer to Phase I
- Threshold to move to the next phase:
 - refer to Phase I
- Thresholds to remain in the phase longer than planned:
 - refer to Phase I
- Threshold to revert to a prior phase:
 - refer to Phase I

Phase III – Maximum 75% of normal occupancy while maintaining social distance guidelines in individual spaces

- All employees are encouraged to continue to work remotely when feasible.
- Activities/areas/departments that can open with individualized approved plans will be determined...
 - Activities from Phase I and II will continue with additional capacity and safeguards to be determined
- Preventative measures:
 - refer to Phase I
- Threshold to move to the next phase:
 - refer to Phase I
- Thresholds to remain in the phase longer than planned:
 - refer to Phase I
- Threshold to revert to a prior phase:
 - refer to Phase I

Phase IV – Fully Reopened at 100% of normal occupancy while maintaining social distance guidelines in individual spaces

Attachment F: Reclosing / Ramp Down Plan

August 2020 – Phase I

Reclosing Plan

These guidelines reflect the process previously followed by the CUNY campuses in closing the university pursuant to New York State COVID-19 response guidance; material in this section is drawn from CUNY correspondence and the Guidance on Academic Continuity to campuses page.

Governance

Should the College campus need to close down operations after reopening, the same governance structure should apply as laid out in the reopening section of the guidelines. Pursuant to that structure, campuses should develop re-closing plans (following the guidelines set out herein). These plans will be submitted to the Chancellery/COO's Office for review and approval. Decisions to shut down will begin with the Campus Coronavirus Liaisons who will report daily to the Campus Reopening Committee and to the Chancellery/COO's Office's on decisions as to closures. If the CUNY Board of Trustees calls for partial or full closure, campuses should activate their plans.

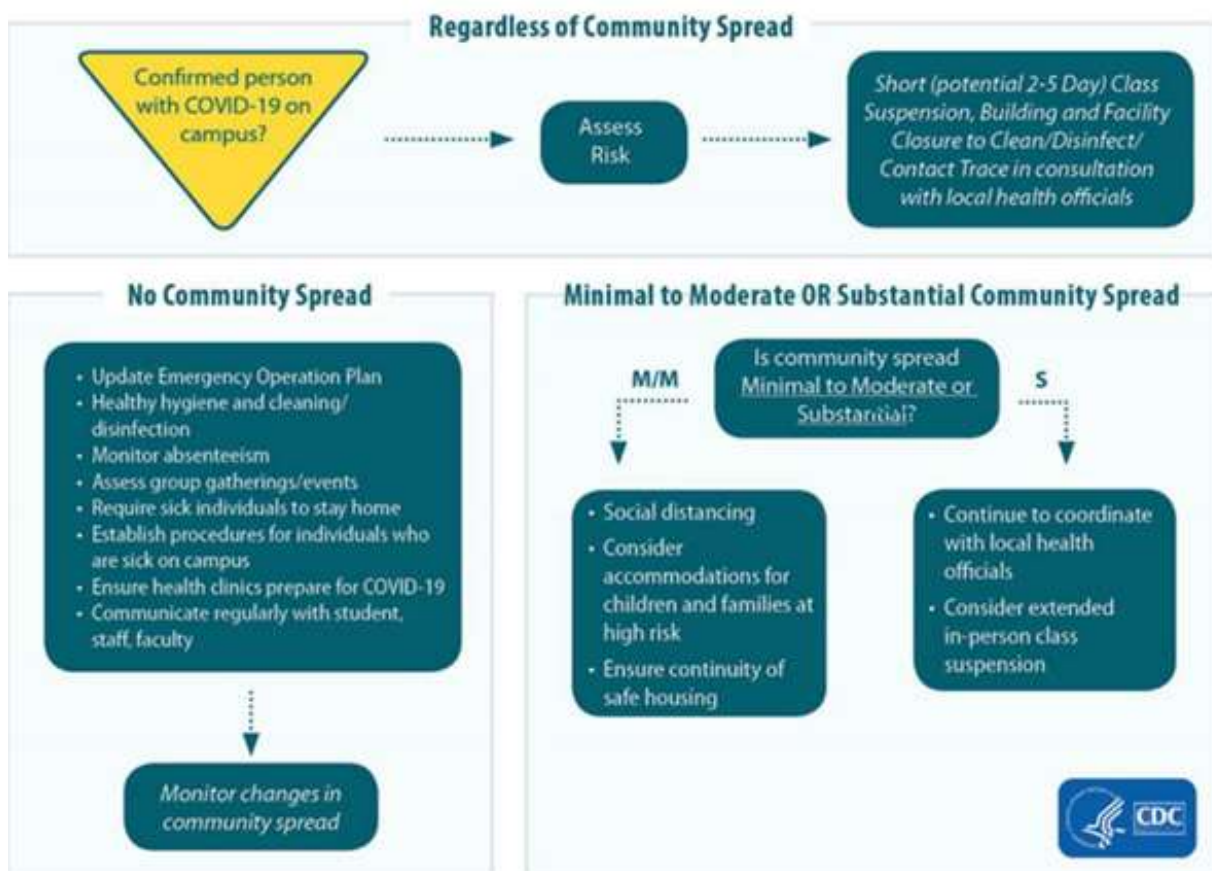
Circumstances that Warrant Closure

It is the intention of the College and CUNY to move forward and bring more activities back to campus over time.

- It is understood that the Chancellery/COO's Office and the Campus Reopening Committees will monitor a range of internal and external criteria when assessing whether a ramp down or closure of **Hostos Community College** campus is required.
- External monitoring criteria should include:
 - Federal, New York State, and New York City regulatory guidelines and mandates.
 - Infection/health system status at the local, state, regional and nation-wide level.
 - Status of resources and infrastructure to combat contagion (e.g., PPE, health system capacity, testing and tracing)
 - Compliance of greater public with COVID-19 protocols (e.g., group gatherings, social distancing)
 - Reclosing status of neighboring universities
- Internal monitoring criteria should include
 - Spread of infection on campus (i.e., via data reported by Campus Coronavirus Liaisons - metrics on current caseload, new flu-like symptoms, spread)
 - The college will follow state guidance to mitigate spread if the campus infection rate meets the established threshold. If the threshold is reached, the college will switch to remote learning for two weeks and further decisions will be made in consultation with state authorities. As of August 27, 2020, the threshold is set at 100 cases or 5% of the college population, whichever number is smaller.
 - Status of resources and infrastructure to combat contagion on campus (e.g., University health system capacity, PPE resources, Testing & tracing resources).
- In addition to the above, the College will incorporate any guidance on relevant re-closure criteria provided by New York State as part of Phase 4 reopening guidance for Education institutions.
- The College's internal monitoring will be informed by the requirement for students to self-diagnose/report symptoms and faculty/staff to complete the NYS Daily Health Screening Template as well as the regular reports on COVID-19 exposures on their campus that should be provided by the Campus Coronavirus Liaisons to the Campus Reopening Committee and the SVC for Institutional Advancement.
- The College is required to monitor health conditions using the criteria above and look for warning signs that infection may be increasing.
 - Per the governance arrangements set out in Part 1, Section B, Coronavirus Campus Liaisons have primary responsibility for collecting accurate and complete data about each individual on their campus with possible exposure to the coronavirus and for sharing that information with the Campus Reopening Committee and the SVC for Institutional Advancement.

Ramp Down Guidance

- The CDC provides the following ‘Institutions of Higher Education Decision Tree’
 - With a confirmed COVID-19 case on campus, the campus should consider a short class suspension of up to 7 days for areas in which the positive occupant was present (see CUNY Guidelines for Safe Campus Reopening, Section III. B), along with building and facility closure to clean and disinfect. The campus should also contact the NYS Contact Tracer Initiative in consultation with local/State officials. Shutdowns may involve rolling campuses closures (e.g., of 14–28 days) as required by internal and external monitoring criteria (A Blueprint for Back to School).
 - Ramp-down activities align with the level of community spread, with minimal or moderate spread requiring higher levels of cleaning and potential closure.
 - Extended closure is suggested with substantial community spread, defined by CDC as large-scale immunity transmission, healthcare staffing significantly impacted, and multiple cases within communal settings.



- The College should expect to only close buildings/areas within its particular campus if the suspected exposure or positive findings that occur reflect confidence in a low level of risk to the wider campus community. This will allow deep-cleaning and disinfection of buildings, premises or grounds. This should be coupled with notifications to potentially impacted students, faculty and staff, and ramp down measures being applied (e.g., testing, referrals to City testing sites) and tracing of members of the campus community,

moving classes to remote learning, asking employees to work remotely, etc. for the short duration of such limited closures (March 19, 2020 letter to staff from Chancellor).

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

on-premises work; staggering schedules to enable employees to use public transit during off-peak times; implementing staffing rotations; condensing work weeks, with more hours but fewer days as during the summer; and, for those who are working on-site, utilizing stringent social-distance strategies (March 15, 2020 letter from Chancellor).

- To minimize the risk to essential staff including ITS personnel, custodians, public safety officers and facilities staff, general access to campuses/campus areas that are shutdown should be limited to the extent possible. E.g. Access to impacted areas should be limited except by appointment. Campuses can be contacted for specific information (March 20, 2020 letter from Chancellor).

Hostos Community College Campus Ramp-Down Checklist

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

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

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

This checklist may not address every consideration that must be taken within your department/laboratory. Please contact the Coronavirus Coordinator with any questions concerning the prompt and safe suspension of activities and related hazards within your department/laboratory.

Preparing

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

Communications

Task	Complete or N/A	Notes
Create an emergency contact list of department personnel. Include principal investigators (PIs), Public Safety (PS), EHSO, Facilities as applicable.		
Ensure the contact list is saved where it can be remotely accessed by everyone in the department and a copy sent to College Coronavirus Coordinator or designated personnel. Include home and cell phone numbers.		
Test your phone tree or email group to facilitate emergency communication amongst department personnel, PIs and student workers/researchers as applicable.		
For instructional and research laboratories ensure that the chemical inventories and associated hazards are up to date and specifics inspection logs accessible (e.g. peroxide formers).		

Shipping/Receiving

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

Laboratories (Instructional)

Tasks	Complete or N/A	Notes
Freeze down any biological stock material for long term storage.		
Consolidate storage of valuable perishable items within storage units that have backup generator systems.		
Secure all hazardous materials in long-term storage. Label and securely cap every container.		
Ensure all flammables are stored in flammable storage cabinets.		
Ensure that all items are labeled appropriately. All working stocks of materials must be labeled with the full name of its contents and include hazards.		
Remove all chemicals and glassware from bench tops and fume hoods and store in cabinets or appropriate shelving.		
Remove and properly discard any contents within the refrigerator that will spoil over time.		
Request waste pick up of peroxide forming compounds or other chemicals that may become unstable over time. Peroxide forming compounds must be tested prior to pick up.		
Remove infectious materials from biosafety cabinets, and autoclave, disinfect, or safely store them as		

appropriate.		
Confirm inventory of controlled substances (including syringes and needles) and toxins of biological origin. Document in logbook.		
Secure controlled substances according to DEA regulations. Consider additional measures to restrict access to controlled substances.		

Physical Hazards

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

Equipment

Tasks	Complete or N/A	Notes
Prepare equipment if routine upkeep is required, ensure proper schedule and access is approved.		
Check that refrigerator, freezer, and incubator doors are tightly closed.		
Fume hoods: Clear the hood of all hazards, allowing for proper airflow and shut the sash.		
Review proper shut down procedures and measures to prevent surging.		
Shut down and unplug sensitive electric equipment.		

Decontamination

Tasks	Complete or N/A	Notes
Decontaminate/sanitize areas of the lab as you would do routinely at the end of the day.		

Decontaminate/sanitize and clean any reusable materials.		
Document a contamination survey if you have a radioactive material permit for unsealed material.		

Waste Management

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

Security

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

General Area

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

Facilities

Tasks	Complete or N/A	Notes
HVAC and temperature control in vital areas (e.g. IT closet)		

Attachment G: Communication Plan

August 2020 – Phase I

Additional details of the communications plan can be found in 00.1-CampusReopeningCommunicationPlan

Key Messages

These key messages—and their supporting messages—form the core of what we want our community to “hear” when we communicate with them about COVID-19 and the pandemic. Our key messages are the same for all audiences.

- **We’re working to protect everyone on campus from COVID-19 during the pandemic.**
 - We have guidelines and procedures in place to prevent the spread of illness on our campus.
 - We’re following all current rules and regulations that the State of New York and CUNY Central Office have in place.
 - We’re keeping an eye on current standards and safety, and will update what we’re doing if the CDC, New York State Department of Health, or CUNY Central Office make changes.
 - We’ll continue to support distance learning and remote work to help us keep the number of people on campus down at a safe level.
- **We need your help to protect our community and prevent the spread of COVID-19.**
 - Our campus guidelines during COVID-19 are for everyone; each of us must do what we can to help protect all of us.
 - We need everyone in our community to come together and support each other, even if we stay physically apart.

Communications by Focus Area

General communications and awareness

As new areas begin to be reopened on campus, broad communications will be sent out to inform the community of changes and updates. (Outgoing communication)

Audience: General audience, including students, faculty, staff, visitors, parents/guardians, alumni, donors, and the general public.

- Website: **Hostos.cuny.edu/ready**
 - /ready will be revamped to serve as the main vehicle for communicating policies and procedures related to college operations.
 - We’ll also work with IT to see what needs to be done to add information to Caiman Bot.
 - Website content will be reviewed regularly (schedule TBD, depending on type of content).
 - Online feedback form
- Signage
 - Primarily for anyone visiting the campus, but written for a general audience
 - Specific signage information appears under “[Signage](#).”
 - The outdoor screen on the A Building will also be used.
 - Signs will be added or updated based on what’s needed for the phase of reopening.
- Social Media

- Regular announcements on Instagram, Facebook, and Twitter will amplify what's posted to the website, and will refer people back to the webpage for additional information.

Audience: Faculty & Staff

- **Hostos** Distribution email messages from college President or COVID-19 Communications email address.
 - Weekly and/or monthly messages that amplify information on the website
 - New information will be sent out as needed.

Audience: Prospective students, Degree students, CEWD (non-degree) students.

- **Hobsons, Succeed@Hostos, Blackboard, Student Distribution, Caiman Clues**
 - Prospective students, applicants will receive messages via emails and/or text message from Admissions via Hobsons.
 - Degree students will receive emails and text messages from SDEM, advisement offices, or information through Caiman Clues.
- We'll work with CEWD to identify relevant communications channels ASAP.
 - Weekly and/or monthly messages that amplify information on the website.
 - New information will be sent out as needed.
- **Hostos Commons**
 - Work with EdTech to links degree students to relevant pages on the main website

Reopening Plan and General Governance

A new page will be developed at **Hostos.cuny.edu/ready** to provide details on the reopening plan, campus safety protocols, and governance information. (Outgoing and incoming communication)

Audience: General audience, including students, faculty, staff, visitors, parents/guardians, alumni, donors, and the general public.

- Website: **Hostos.cuny.edu/ready**
 - The page will be used to share which activities and services that have resumed on campus, and how to access them. The page will also have information to help everyone access services that continue remotely.
 - Online feedback form to get comments (incoming communication) that can help us make improvements or changes to reopening.
 - A planning page will be developed that details what the health conditions/triggers are for reopening at each phase; lists reopening committee and reopening communication team members; and hosts reopening plan and communications plan documents.
 - Links to CUNY, NYSDOH, NYC, and CDC guidelines will be shared.
 - This page will be linked to directly from the homepage. We'll also identify other pages that should include a direct link to this page.
- Social media:
 - Posts on Instagram, Facebook, and Twitter will amplify important information posted to the website and refer people back to the webpage for additional information.
- Feedback forms (on website & paper) and emails to covid19@**Hostos.cuny.edu**

- Outgoing communications will advertise these mechanisms for feedback.
- To be determined: how we'll make the paper feedback form available to complete and submit.
- One or more Communications Team members will be responsible for managing feedback and handling associated tasks, including addressing concerns and forwarding messages to the campus coordinator, campus liaison, or others as needed.
- We'll also consider organizing virtual events in the future to allow for further community input.

On-Campus Safety Protocols

This information will include what the college is doing to keep everyone safe, and what we'll each need to do when visiting the campus to keep each other safe. (Outgoing communication)

Audience: General audience, including students, faculty, staff, *visitors, parents/guardians, alumni, donors, and the general public*

- Website: **Hostos.cuny.edu/ready**
 - A new page will be located at **Hostos/ready/safecampus**.
 - Information will be available about what services are available on campus during current (and upcoming) phase, and who is and is not permitted on campus during the current phase. (In particular, this will specify that unannounced/unapproved visitors are not permitted on campus at this time.)
 - Additional information in this section will include the following:
 - What people can expect when visiting the campus, including requirements that everyone use a face covering, keep 6 feet of distance from others, have no COVID-19 symptoms or exposure, and complete training.
 - Requirements that staff and faculty gain approval from Public Safety about planned essential visitors to coordinate screening, tracing, and cleaning & disinfecting processes.
 - How we'll handle people who don't follow campus safety rules about face coverings, physical distancing, and other behaviors, and who to speak with if you see someone that isn't.
 - Information about health check-ins to screen for people who may have COVID-19 (or another infectious disease).
 - Who to contact if you feel sick on campus or off campus, how you can get tested for COVID-19, and what happens if someone tests positive.
 - Changes to campus facilities, plus new, enhanced, or continued procedures:
 - Information about changes to movement through and use of entrances & exits, lobbies, hallways, staircases, elevators, and rooms. (Information about specific areas will be provided as needed.)
 - Limits on the number of people in an area, including elevators and bathrooms, plus areas that are closed
 - Ventilation and air handling systems.
 - Enhanced cleaning and disinfecting protocols for housekeeping, and information for staff, faculty, & students to clean shared surfaces and workspaces.
 - What signage and decals are posted across our campus.
 - Training information:

- CUNY-wide training coordinated by Human Resources.
- Specific trainings coordinated by the Campus Liaison/Director of Environmental Health & Safety.
- Recommendations for commuting safely to/from campus, with the recognition that many in our campus community rely on public transit.
- How we'll handle ramping down or reclosing, if necessary.
- Feedback forms.
- Social Media
 - Posts on Instagram, Facebook, and Twitter will amplify important information posted to the website and refer people back to the webpage for additional information.
- Signage
 - Signs will be posted in high visibility areas, and will include specific protocols and behaviors where needed.
 - Many of the signs include the email address (covid19@Hostos.cuny.edu) for people to submit questions and comments.
 - Select signs will direct people to the website for more details.

Audience: All faculty, staff, & students.

- Distribution lists or other email lists
 - A detailed "arriving on campus" message (targeted to specific mailing list), which includes requirements for coming on campus, including behaviors, training.
 - Messages will remind staff and faculty that Public Safety must be informed about planned essential visitors to coordinate screening, tracing, and cleaning & disinfecting processes, and that Public Safety must provide approval for those visitors in advance
 - Messages will advertise the /ready website as a hub for information.

Audience: Faculty and staff scheduled to be on campus (including those involved with a course taking place on campus).

- Direct emails
 - Reminder messages that staff & faculty must complete required training.
 - Reminders of new protocols for coming on campus.

Audience: Students registered for a course taking place on campus

- Emails and other messages based on lists for degree students from the Registrar, and non-degree students from CEWD
 - Reminder messages that students must complete training.
 - Reminders of new protocols for coming on campus.

Distance Learning and Student Services Communications

Audience: Students and prospective students

- Website: **Hostos.cuny.edu/ready**
 - We'll update and maintain webpages to support students with distance learning and support
 - We'll link to CUNY information on academic continuity for additional guidance.

- Distribution list emails
 - Emails will point students to the website for information.

Audience: Faculty & Staff

- Website: **Hostos.cuny.edu/ready**
 - We'll update and maintain webpages to support faculty with resources for distance education.
 - We'll link to CUNY information on academic continuity for additional guidance.
 - A page will gather remote work resources for faculty & staff.
 - Technology solutions & training.
 - Employee resources including Human Resources & payroll information.
- Distribution list emails
 - Emails will point faculty & staff to the website for information.

Audience: General Audience

- Social Media
 - Posts on Instagram, Facebook, and Twitter will amplify important information posted to the website and refer people back to the webpage for additional information.

Training Communication

Audience: General audience

- Website: **Hostos.cuny.edu/ready**
 - Provide information about CUNY-wide training coordinated by Human Resources
 - Provide information about the specific trainings coordinated by the Campus Liaison/Director of Environmental Health & Safety.
 - Determine if there is general content we can curate from trusted sources, including the CDC, NYSDOH, and NYCDOHMH.
 - Training information:
 - CUNY-wide training coordinated by Human Resources.

Audience: Faculty and staff scheduled to be on campus (including those involved with a course taking place on *campus*).

- Direct emails
 - Reminder messages that staff & faculty must complete required training.
 - Information about specific trainings that will be coordinated by the Campus Liaison/Director of Environmental Health & Safety.

Mental Health Communication

Audience: General audience, but targeted to students, faculty, staff

- Website: **Hostos.cuny.edu/ready**
 - Develop sub-page of coronavirus web-section that draws attention to the importance of mental health during the pandemic and expands on links already available

- Highlight mental health resources, including anxiety about traveling to/from campus and around distance education
- Supplement mental health content of webpage with resources: Encourage employees and students to take breaks from watching, reading, or listening to news stories, including social media if they are feeling overwhelmed or distressed; Promote employees and students eating healthy, exercising, getting sleep and finding time to unwind; Encourage employees and students to talk with people they trust about their concerns and how they are feeling; provide phone number for Statewide Mental Health Hotline
- Additional content will be developed in the future, through collaboration with Health & Wellness and Human Resources.
- Social Media
 - Posts on Instagram, Facebook, and Twitter will amplify important information posted to the website and refer people back to the webpage for additional information.

Confirmed Case Communications

- The Communications Team will work with the Coronavirus Coordinator, Coronavirus Liaison, and CUNY Central to prepare and distribute communications in the event a case is confirmed on campus.
 - Contract tracing: Messages to notify individual students about exposure to a confirmed cases will be sent by the College Nurse. Messages to notify individual staff and faculty about exposure will be sent by Human Resources.
- The Communications Team will send out general messages to the campus community through email, and post information online as needed. The Communications Team plays a supportive role and will not be directly involved in contact tracing communications.
- The Communications Team will use a template to inform the campus community about confirmed cases. This template was prepared by the college and approved by CUNY Central Office in March 2020.
- College-wide updates will be posted on the website. Social media accounts will be used to amplify messages.
- Confirmed cases result in partial or full closures; see Emergency Closing Communications plan

Ramp Down/ Shut Down Communications

- The Emergency Closing Communications Plan will be deployed if the Coronavirus Coordinator has determined a ramp down or shut down of the campus is necessary.
- The Coronavirus Coordinator will communicate the decision to scale back or close operations to Communications Team.
- The Communications Team will prepare communications to the campus community aligned with other COVID-19 messaging. This message will provide details on the closure (date, location) and relevant operational changes.
- Partial and Full Closure communications may include but are not limited to:
 - CUNY Alert
 - Top banner on **Hostos** homepage
 - **Hostos.cuny.edu/ready**
 - distribution list email to faculty, staff, students

- email/text messages via Hobsons, Succeed@**Hostos** to students
- email to CEWD students
- Social media
- : Instagram
- , Facebook
- , Twitter
- Automated message on main phone line

Timeline

We are in the middle of situation with many unknowns and a chance that things can change rapidly. The following information addresses messages—based on the above list of [Communications by Focus Area](#)—we expect to share in the coming weeks or months.

Universal signage: Current and ongoing

[Signage](#) will be posted across campus before reopening to meet basic needs for the campus, and revised as necessary.

Reopening Update: Mid- to late August (estimated)

Once the **Hostos** Campus Reopening Plan and Communications Plan are approved by Central Office, we'll begin sharing messages across platforms that will focus on educating them on what they can expect in the first phase of reopening.

Information will be posted online, and content will be distributed through email and social media to address which services and facilities will reopen first, what new procedures and rules will be in place, and the guidelines we'll be following.

The majority of staff will continue to work remotely part or full-time, and almost all teaching and learning will take place off-campus. We'll review the information online supporting this, and work with IT and EdTech to make changes if necessary. We'll also work with Human Resources and SDEM to send separate reminders to our campus community about the required CUNY-wide training that must be completed via Blackboard.

At this time, we'll also begin to share what we hope to reopen at each phase—with the recognition that the exact dates are unknown—and how we'll prepare for a possible ramp down or reclosing of the campus if there's a positive COVID-19 case on campus.

Start of Semester Update: Late August or early September

An email message will be sent out to welcome everyone back, virtually, as a standalone message or by the college President. The information we post or amplify will include reminders about what services and areas are open, plus procedures and rules for visiting the campus.

This message will also be a good opportunity to provide information supporting the mental health of our community as we start a new semester of distance education and remote work.

Regular Campus Health Updates

Email messages should be sent out approximately once a week, on the same day of the week. The recommendation—originally from a Reopening Committee member—is to do so even if the message simply notifies the campus community

that there have been no significant changes. In a time of uncertainty, where we may feel a lack control over the situation around us, offering something predictable can help. It'll also remind the campus that we're regularly reviewing all the available information. This email also provide us with a consistent opportunity to amplify a message within this communication campaign.

Future communications

Additional messages will be added as needed, to address concerns that arise. Specific details will be added to a later version of the Communications Plan, when more information is available.

Attachment H:

Screening Plan

August 2020 – Phase I

New York State Mandatory Health Screening Protocol at Hostos Community College

PURPOSE

The information below establishes the criteria for safe management and performance of the New York State (NYS) mandated health screening at **Hostos Community College (HCC)**.

State agencies and authorities are required to designate select employees to conduct the screenings.

PROCEDURE

ALL STUDENTS, FACULTY, STAFF AND VISITORS:

- All staff entering HCC owned or leased premise must be screened prior to arrival on campus except in emergency situations.
- All students, faculty, staff and visitors are required to complete the Everbridge Health Screening app prior to coming to campus. They must show that they have received a “Access Approved” designation before they are allowed to enter any Hostos facility.

DESIGNATED SCREENERS:

- The screeners must be a mid-level supervisor or a health care professional.
- The screener must complete the *New York State COVID-19 Daily Screening Program Information for Screeners* by logging in to their [Black Board](#) Account prior to conducting screening activities.
- For assistance with accessing or completing the training, contact Hermina Reyes (718-518-6857) in the Human Resources Office, at hreyes@Hostos.cuny.edu
- Do not share any specific health data that can personally identify an individual. Health information (e.g. temperature) must not be collected by screeners.
- Screeners are required to maintain a record of all staff who are screened, as well as if the screening was passed or if the employee was instructed to return home.
- All paper records must be secured in a locked office, or drawer, when not directly in use. Electronic documents must be saved and used only on HCC IT approved devices.

Daily Health Screening Procedure:

- Screening must be performed before staff report to their office, or work location, in one of the following methods:
 - **Screening with the Everbridge Health Screening App.** The app is completed prior to arriving on campus; approval is confirmed upon arrival on campus and temperature is taken by the screener.
 - **Screening at the entrance.** the screening may be completed within the first hour of reporting to work
- Employees must be re-screened every 12 hours while working on campus.
- If an individual’s answers to any of the questions change to “Yes” since the screening or while at work, please inform your **supervisor** for further instructions.
- **Screeners** must only disclose information about sick individuals to the Director of Human Resources, or his designees, and the designated **Campus Corona Virus Liaison**.

Protocol for Safely Checking an Individual's Temperature On-Site:

- Perform hand hygiene as per instructions in the training video.
- Put on the supplied personal protective equipment (PPE). A face mask and a single pair of disposable gloves.
- Check the individual's temperature using the provided no contact thermometer
- You can keep the PPE on to screen more than one individual at a time.
- Once all temperatures are taken:
 - Disinfect the thermometer with an alcohol wipe before sharing or returning for storage.
 - Facemasks are to be disposed at the end of your shift, or when damaged or soiled.
 - Face-shields and safety glasses can be reused after disinfecting before and after use.
- Perform hand hygiene as frequently as possible, and before touching any part of your face.

VISITORS and THIRD PARTY BUSINESS ASSOCIATES:

- Visitors, third party contractors and service providers are not allowed on campus without a prior appointment until further notice
- All such individuals are expected to complete a health screening upon arrival on campus.

Monitoring/ Tracing Plan

- The College will form a College Contact Tracing Team that will work with the College Coronavirus Coordinator and Liaison to perform the on-campus contact tracing in the event of a confirmed positive COVID-19 case. The Contact Tracing team will be trained as require by the NYS mandated tracking unit.

Confirmed Positive Notification to campus Liaison/ Campus Coronavirus Coordinator

- Upon receiving notification of a positive test, the liaison/ coordinator will contact the on-campus Contact Tracing team.
- The Contact Tracing team will coordinate with course instructors and department liaisons to identify the roster of students that need to be notified of potential exposure. For employees, HR will work with the Campus Coronavirus Liaison and the Contact Tracing Team.
- The Contact Tracing team will reach out to potential exposed students enrolled in the on-campus courses to complete the tracing process with recommendations for obtain a test (providing a list of recommend testing sites) and 14-day self- quarantine. For employees HR will work with the Campus Coronavirus Liaison and the Contact Tracing team.

This process will help alleviate the burden of outreach on the part of the NYS Contact Tracing program that typically includes reaching out to contacts from individuals of closer relation, shared social spaces, or employment sites. Having an internal system will also allow for an increased ability to conduct tracking of potential cases amongst the college community.

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

- If an individual presents symptoms while on campus, they will remain in place and the room will serve as a temporary quarantine area where a more detailed health assessment can be completed by an identified staff.
- The Campus Liaison will be notified of this adverse event and, in accordance with applicable regulations, appropriate notification to the Department of Health in applicable scenarios.

- The Campus-based contact Tracing Team will be notified to begin the process of accessing course rosters and providing notification to potentially exposed individuals.
- The New York State Contact Tracing Program will be informed, via the College’s Campus Coordinator/ Liaison, of others that may have been in close contact with the symptomatic individual. Monitoring of the case will be conducted on the campus level by the Campus Coordinator. If confirmation of a positive COVID-19 test for the case individual is identified, the College Campus Coordinator/ Liaison will complete the tracing process.
- The College will assume that the COVID-19 positive occupant may have been communicable for a period of 48 hours prior to the onset of symptoms and that occupied areas may be contaminated up to seven days after the positive occupant was present.
- The identification of potential locations will be obtained as part of the Campus-based Contact Tracing Team’s process when assessing the movements of infected individuals throughout the campus.
- The College will follow the disinfection procedures which will be enacted for the potential occupied spaces.

Attachment I:

Campus Reopening Committee Members

August 2020 – Phase I

Hostos Community College – Reopening Committee

Coronavirus Campus Coordinator, Coronavirus Campus Liaison, and the Campus Reopening Committee

The CUNY Guidelines for Safe Campus Reopening states that the Coordinator, Liaison, and Committee are all required for the reopening process, they are also all crucial communication plan stakeholders.

The **Coronavirus Campus Coordinator** leads the Campus Reopening Committee. The Coordinator oversees preparation, review, and implementation of the reopening plan as outlined in the CUNY Guidelines for Safe Campus Reopening, and designates roles and responsibilities as indicated throughout the CUNY Guidelines.² Senior Vice President Esther Rodriguez-Chardavoyne (Senior Vice President of Administration & Finance) serves as our Coordinator.

The **Coronavirus Campus Liaison** is responsible for monitoring exposures to COVID-19 and provides data to the Campus Coordinator, Campus Reopening Committee, and the CUNY Senior Vice Chancellor for Institutional Affairs, Strategic Advancement and Special Counsel (SVC for Institutional Affairs). Diahann McFarlane (Director of Environmental Health and Safety), serves as our Liaison.

The **Campus Reopening Committee** assists with the preparation, review, and implementation of the campus reopening plan. If necessary, the Committee will also serve as the Campus Closing Committee to implement the campus reclosing plan. Campus Reopening Committee members represent college community stakeholder groups for the communication plan and the reopening plan. Committee membership is also based on recommendations from the CUNY Coronavirus Planning Task Force.³

The current Campus Reopening Committee members are:

- Esther Rodriguez-Chardavoyne – Senior Vice President of Administration & Finance (*Coronavirus Campus Coordinator & Committee Chair*);
- Diahann McFarlane – Director of Environmental Health and Safety (*Coronavirus Campus Liaison*);
- Chief Arnaldo Bernabe – Director of Public Safety;
- Elizabeth Friedman – Director of Campus Planning and Development (*Reopening Communications Team member*);
- Soldanela Rivera Lopez – Director, Office of Communications (*Campus Communications Leader & Reopening Communications Team member*);
- Pearl Shavzin – Operations Manager for Administration & Finance (*Communications Plan Owner & Reopening Communications Team member*);
- Frank Virone – Chief Administrative Superintendent, Campus Operations;

² The [CUNY Guidelines for Safe Campus Reopening](#) and related documents are posted on [CUNY's Coronavirus Update](#) site.

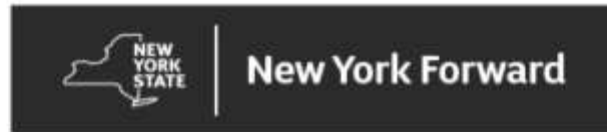
³ See Pp 5-7 of the CUNY Guidelines for Safe Campus Reopening for recommendations on committee membership.

- Craig Bernardini – Associate Professor of English and PSC-CUNY Representative;
- Sarah Brennan – Executive Associate to the Provost;
- Benjamin Casilla – Student & CCSD@**Hostos** executive board member;
- Evelyn Fernández-Ketcham – Executive Director of Workforce Development;
- Johanna Gomez – Assistant Dean of Students;
- Diana Kreymer – Director of Events Management, Office of the President (*Reopening Communications Team member*);
- Ana Martínez – Vice President for Institutional Advancement;
- Matt Moses – Lecturer of English and Senate Executive Committee Representative;
- Nelson Nuñez-Rodriguez – Coordinator and Professor of Physical Sciences and Middle States Self-Study Co-Chair; and
- Clifton Pierce – Administrative Assistant, Office of Student Development and Enrollment Management; Campus DC37 Shop Steward

Attachment J:

Affirmation Form

August 2020 – Phase I



Business Affirmation

We have received your reopening affirmation on 09/10/2020 at 12:48 pm.

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

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

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

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

Hostos Community College, CUNY

Higher Education Institutions
Esther Rodriguez-Chardavoyne
(718) 518-4308
erodriguez@hostos.cuny.edu
500 Grand Concourse
Bronx, NY 10451
Bronx County