

# Campus Reopening Plan

**Updated September 2021 | Phases 1 and 2**

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## CHANGELOG

Following the format used by CUNY Central Office, section titles have been marked with the word “(Updated)” or “(New)” in red, and specific text has been marked with “NEW:” or “Updated:” in red where there is:

- A significant change to a protocol or procedure by the College.
- New or updated information from CUNY guidelines that may not reflect a change in protocol or procedure but is being codified in this document.

Changes that do not reflect a change to protocol or procedure may not be marked in the text but are described in this changelog.

### **September 2021 Revisions:**

This update is based on revised guidance from CUNY Central Office, “[Guidelines for CUNY Fall 2021 Reopening Where Not Everyone is Fully Vaccinated](#),” published September 17, 2021.

#### **CUNY-mandated changes**

The document has been revised to incorporate these required changes from CUNY:

- Student vaccination requirements
- Face covering/mask requirements
- Quarantine and isolation guidelines for unvaccinated and vaccinated people
- Visitor guidelines, including for brief visits (under 30 minutes) and for visitors under the age of 12.
- Criteria/circumstances and procedures for shut down, as described in updated Supplemental Guidelines.

These changes can be found in the following sections:

#### **Part 2, Section I. People**

- A. Physical Distancing
  - “Distancing and Masks/Face Coverings” – face covering/mask requirements
  - “Limit Occupancy and Congestion” – visitor guidelines
- B. Gatherings in Enclosed Spaces
  - “General Guidance for Enclosed Spaces” – face covering/mask requirements

#### **Part 2, Section II. Places**

- A. Personal Equipment
  - “When Face Coverings or PPE Must Be Worn” – face covering/mask requirements

#### **Part 2, Section III. Processes**

- A. Screening, Testing, and Vaccinations
  - “Returning to Campus” – quarantine and isolation guidelines
  - “Screening and Verification of Vaccination or Negative COVID-19 Tests”

- student vaccination requirements
- visitor guidelines
- B. Tracing, Tracking, and Isolation
  - “Tracing & Tracking” – quarantine and isolation guidelines

#### ***Attachment F: Ramp Down / Reclosing Plan***

- Throughout the section – Criteria/circumstances and procedures for shut down.

#### ***Attachment H: Screening Plan***

- “Screening procedures”
  - student vaccination requirements
  - visitor guidelines

### ***Additional changes***

Updates were made to reflect current processes or to better match the reopening plan to active operations. Minor typographical errors have been corrected but are not marked.

#### ***Part 2, Section III. Processes***

- B. Tracing, Tracking, and Isolation
  - “Notify Health Officials and Close Contacts” – Information on confirmed cases now reflects a shift in case reporting by CUNY Central Office and inactive status of the New York State School COVID Report Card.

#### ***Attachment G: Communications Plan***

- “Key messages” – Supporting messages (under first key message) updated to better reflect current state of the pandemic and the campus’s COVID-19 operations.
- “Communication by Focus Area” – Updates to details under multiple focus areas that are based on feasibility and better alignment with standard (non-pandemic) operations.
  - “Confirmed Case Communications” – Updated to better match current protocols and workflows in addition to what occurred previously, specifically a shift in case reporting by CUNY Central Office and current status of the New York State School COVID Report Card.
  - “Ramp Down/Shut Down Communications” – Updated language to match information in Attachment F: Ramp Down / Reclosing Plan.
  - “Timeline” – details under “Campus Health Updates” reflect shift in case reporting by CUNY Central Office.
  - Updated to reflect current shift by CUNY Central Office to address campus wide reporting

#### ***Attachment I: Campus Reopening Committee***

- “The Campus Reopening Committee” – Updates to personnel/committee participants.

## July 2021 Revisions

This update is based on revised guidance from CUNY Central Office, "[Guidelines for CUNY Fall 2021 Reopening Where Not Everyone is Fully Vaccinated](#)," published July 1, 2021. CUNY's revised guidance takes into account changes in CDC and NYSDOH recommendations.

### Changes throughout document:

The document has been revised to incorporate these mandatory changes from CUNY:

- Required COVID-19 testing for unvaccinated people will be through CUNY's weekly surveillance testing program (details pending). Note that a testing requirement will still exist, as planned, but any specific references to a campus-based program must be revised.
- Change to pre-visit and entrance protocols: Starting August 2021, all people entering our campus will be required to present a recent negative test or proof of vaccination as per CUNY guidelines (pending). At that time, Everbridge health screenings and temperature checks will no longer be used.
- A *reinforcement* of the fact that unvaccinated people are required to wear face coverings/masks, as before.
- In outdoor settings, masks are required only for "large, congregate settings."

Throughout the document, text referring to online health and safety COVID-19 training for employees has also been edited. This training was mandated by previous New York State guidelines and is no longer in use.

Minor typographical errors have been corrected but are not marked.

### Changes to Part 1: Overview:

#### I. Introduction

- Updated bullet under "General Safeguards" to include additional pre-visit and entrance protocols that may be used throughout the reopening period.

#### II. Governance

- Updated duties of Coronavirus Campus Liaison to reflect current or future changes to procedures and guidelines.

### Changes to Part 2: Reopening Plans

#### I. People

- A. Physical Distancing
  - "Distancing and Masks/Face Coverings"
    - Updated information specifies that face covering requirements apply indoors and in large, congregate settings outdoors, reflecting a change by CUNY.

- Additional text has been added to emphasize face covering requirements are still in effect—regardless of vaccination status—and that unvaccinated/partially vaccinated people *in particular* must continue to wear face coverings, even if changes are made in the future for vaccinated people.
- “Limit Occupancy and Congestion”
  - Updated information about health screenings under two bullet points. Text now refers more broadly to pre-visit and entrance protocols that may be used throughout the reopening period.
- B. Gatherings in Enclosed Spaces
  - “General Guidance for Enclosed Spaces”
    - Updated and new text specifies that face covering requirements apply indoors and in large, congregate settings outdoors, reflecting a change by CUNY.
  - “Guidance for Specific Spaces” -
    - “Lobbies and Common Areas” - Updated text under “Occupancy Preparation” from specific “screening process” to more general “entrance protocols.”
    - “Gym and Fitness Areas, Including the Pool” – Revised to refer generally to potential screening due to shift from daily health screenings.
- C. Operational Activity
  - “General Considerations”
    - Information about screenings has been modified to include additional pre-visit and entrance protocols that may be used throughout the reopening period. Basic protocol for health screenings or vaccination/testing are provided, and text reflects that one or the other (or both) may be in effect.
    - Information about mandatory training for all employees updated due to the change in NYS reopening mandates.

## II. Places

- A. Personal Equipment
  - “When Face Coverings or PPE Must Be Worn”
    - Additional text has been added regarding face coverings:
      - Clarification that face covering requirements are still in effect—regardless of vaccination status, and to contact the college if a medical accommodation is needed.
      - Reemphasis that unvaccinated/partially vaccinated people *in particular* must continue to wear face coverings.
    - Updated information specifies that face covering requirements apply indoors and in large, congregate settings outdoors, reflecting a change by CUNY.
- C. Phased Reopening
  - “General”
    - “Moving Between Phases” –
      - Updated information under factors considered at each phase of reopening to clarify that daily health screenings may or may not be in effect as per CUNY or NYSDOH guidelines, and that other information may be used to gauge community health.
      - Information about mandatory training for all employees updated due to the change in NYS reopening mandates.
- D. Communications Plan

- Updated information about communicating information from daily health screenings (when in effect as per CUNY or NYSDOH guidelines) to more broadly speak about information about the health of the campus community.

### **III. Processes**

- A. Screening, Testing, and Vaccinations
  - Updated text about the Campus Coordinator and Campus Liaison responsibilities around screening processes and other protocols so it reflects current or future changes.
  - “Returning to Campus” - Updated text broadly refers to screening processes to reflect current or future changes to procedures and guidelines, including reporting of illness or a positive test.”
  - “Screening and Verification of Vaccination or Negative COVID-19 Tests”
    - Text reorganized to separate daily health screenings, verification of vaccination, and negative COVID-19 tests. (Note: text may not be marked to show it was reorganized but not otherwise changed.)
    - New text from CUNY Guidelines that CUNY may stop entry screening through Everbridge.
    - Additional updated text broadly refers to building entrance processes, which allows for current or future changes to procedures and guidelines. This includes:
      - Changes to text about screening processes,
      - Updated text on vaccination/negative tests that state that these “may replace or be implemented in addition to completing a health screening.” Though health screenings are expected to be replaced by this process at this time, the plan has been edited to reflect the fact that this may change in the future.
    - Language on Excelsior Pass adjusted to provide flexibility for pending CUNY protocols (“must” changed to “may be required”).
  - “Testing”
    - Limited information has been added or updated, based on details provided by CUNY. The plan notes that pending testing protocol is subject to guidance from Central Office.
    - Text revised to make clear who would need to undergo COVID-19 testing and provide negative test results to enter the campus.
- B. Tracking, Tracing, and Isolation
  - Updated text to reflect planned or potential changes to the use of health screenings and sharing of COVID-19 health/testing information with key campus personnel.

### **Changes to Attachments**

#### ***Attachment A: Physical Distancing Plan***

- Preparing for Future Reductions in Physical Distancing Requirements (6 feet to 3 feet)
  - Updated information about mandatory training for all employees due to the change in NYS reopening mandates.

#### ***Attachment E: Phase-In Plan***

- Operations On Campus by Phase



- “Phase 1 – Maximum 25% [...]” - Updated text under the bullet, “Preventative measures on campus” to broadly refer to pre-visit and entrance protocols, allowing for planned or potential changes in Phases 1 through 4.
- Reoccupancy by Building
  - “Additional Information for ‘Areas in Use by Reoccupancy Phase’ Table” – These notes for the table have been modified in two places to include any pre-visit and entrance protocols that may be used throughout the reopening period (instead of specifically referring to the health screening process).

#### ***Attachment F: Ramp Down / Reclosing Plan***

- Circumstances that Warrant Closure
- “Internal monitoring criteria” – Text revised to reflect current or future changes to procedures and guidelines around reporting

#### ***Attachment G: Communications Plan***

- Communications by Focus Area
- “On-Campus Safety Protocols”
  - Text revised to include any pre-visit and entrance protocols that may be used throughout the reopening period (instead of specifically referring to the health screening process)
  - Adjustments made to text referring to training in multiple places, reflecting changes in State mandates.
- “Training Communication”
  - Adjustments made to text referring to training in multiple places, reflecting changes in State mandates.

#### ***Attachment H: Screening Plan***

- Purpose – Note added to clarify that the health screening protocol outlined in this attachment—designed to match NYS mandatory health screenings—may not be implemented as written due to changes in state requirements.
- Procedure
- “Daily Health Screening Procedure” – adjusted to clarify that the described daily health screening (based on self-reported symptoms) is dependent on NYS mandates.
- Subsection “Protocol for Designated Screeners to Safely Check an Individual’s Temperature On Site” moved before testing and vaccination information because it is operationally linked to the daily health screening process.
- “Verification of Vaccination or Negative COVID-19 Tests”
  - Added heading for to better organize this information that was added for the June 2021 revision
  - Text updated based on new information from CUNY that Everbridge screenings may be replaced by vaccination & testing. Text was specifically adjusted to allow for re-implementation of screenings as necessary/required.
  - Language on Excelsior Pass adjusted to provide flexibility for pending CUNY protocols (“must” changed to “may be required”).

## June 2021 Revisions

This update was made in preparation for the start of Phase 2 (expected start date of [August 2, 2021](#)).

These revisions are based on “[CUNY Guidelines for Safe Campus Reopening – Fall 2021 – April 2021 Update](#),” published April 20, 2021.

### Changes throughout document:

- Language has been shifted from explicit or specific information unless speaking about a particular reopening phase. This was done to reflect the purpose of this document as a guide for planning in an ever-evolving landscape. It allows for changes to CDC, NYDOH, and CUNY guidance, and adds flexibility and feasibility of activities over all 4 phases (reflective of Part 1, Section I.). These changes do not impact the College’s commitment to all established recommendations or to the Reopening Plan’s guiding principles.
- Phase-specific information has added as needed and where appropriate. In other places, reference to phase numbers were updated to “previous phase(s)” and “future phases” to minimize similar edits in the future.
- Distance measurements for physical distancing (e.g., “6 feet”) and density calculations (e.g., 113 sq. ft.) are altered to prepare for future changes.
- The names of individuals fulfilling specific roles have been removed through most of the plan, and specific titles have been shifted to offices or functional areas. Attachment I: Campus Reopening Committee now serves to list these details. This modification was made to address changes in personnel that have occurred and will allow for potential changes in the future.
- Changes to roles and responsibilities between the Campus Reopening Committee, Coronavirus Campus Coordinator, and Coronavirus Campus Liaison that reflect feasibility and privacy concerns.
- The college is committed to protecting and respecting individual privacy. Information previously listed as provided to the Campus Reopening Committee may be changed to the Campus Coordinator or Liaison.
- When appropriate, information may be shared directly with the committee group or with the entire campus community (inclusive of the committee group).
- As now clarified in Attachment I, “Campus Reopening Committee” may refer to the committee group, or to members of the committee directly engaged in reopening operations. This is particularly true for committee members who handle private information as part of their regular campus roles.
- Changes to document structure, including:
  - Order and sorting of information within a section (e.g., the order of bullet points under Daily Health screening Procedure (Attachment H), or the order of campus spaces discussed under Part 2, Section I.B.) or within the plan (information from Part 1, Section IV. moved to Attachment E) without removing it completely.
  - Section numbers in Part 1 changed to Roman numerals to match use of Roman numerals for the same heading level in Part 2.
  - Some section titles and section numbers have changed to be clearer or more precise.
- Spelling corrections and edits to improve clarity, consistency, and readability, including:
  - Repeated text has been removed in favor of maintaining one section with detailed information. An internal link and reference replace repeated information where appropriate. This was done to prevent conflicting information over future revisions.
  - Revised text to improve comprehension (easier to read and more precise)

- Shift towards consistent terms
  - Clarified “face coverings” (cloth, reusable coverings as well as the broad category including medical face masks) vs “face masks” (surgical/procedural, disposable)
  - “Phase” replaces “stage” throughout, and phase numbers all switched from Roman to Arabic numerals
  - A shift to consistent use of “physical distancing” from “social distancing” was made, consistent with the communications plan.
  - “Hand sanitizer dispensers” replaces use of “hand sanitizing stations”
  - Clarification when offices, titles, etc. refer to personnel at the University versus the college.
  - Updated word order in titles to match CUNY’s switch from the original “Campus Coronavirus Coordinator” and “Campus Coronavirus Liaison” to revised “Coronavirus Campus Coordinator” and “Coronavirus Campus Liaison.”
- Internal and external links have been added/updated and marked to differentiate between the two.
  - External links are marked with *[italicized, underlined blue text.](#)*
  - Internal links are marked with *[a dotted underline and blue text.](#)*

## **Changes to Part 1: Overview:**

### ***I. Introduction***

- Text revised to be relevant across phases (rather than just Phase 1)
- Phase start date added
- Two paragraphs added under “Guiding Principles,” including a statement about getting vaccinated.
- “General Safeguards” moved here from Section IV.

### ***II. Governance***

- Updated name of Coronavirus Campus Liaison.

### ***IV. About Our Campus***

- Chart – Revised to remove words “socially distanced occupancy,” which aligns it with other discussions of phased occupancy and addresses confusion.
- Added explanation of overall reoccupancy limits in Phases 0-2.
- Most phase and occupancy information under in this section has been moved to Appendix E; this change is noted in the text.

## **Changes to Part 2: Reopening Plans**

### ***I. People***

- A. Physical Distancing
  - “Distancing and Masks/Face Coverings”

- Switch to general “face coverings,” which may refer to the broad category (including reusable cloth and medically approved masks), as well as medical face masks) vs “face masks” (disposable surgical/procedural masks, and others).
- Revision to clarify face masks in terms of distancing, with most information under Part 2. Section II.A. (“Personal Equipment”).
- “Limit Occupancy and Congestion”
  - Clarified what “approval” means for on site activities.
  - Added student “safety ambassadors” as staff who may ensure campus guidelines are followed.
- B. Gatherings in Enclosed Spaces – Reorganized and added information under:
  - Added text that in-person activities will prioritize instructional over extracurricular.
  - “Considerations for Cleaning and Disinfecting Enclosed Spaces” – Added heading; moved some information under it to avoid repeats through the rest of the section; and added link to cleaning and disinfection plan.
  - “Considerations for Ventilation and Water Systems in Enclosed, Indoor Spaces” – Clarified and reorganized, and added statement about addressing non-college-owned spaces.
  - “Guidance for Specific Spaces”
    - Reordered spaces and information for each space.
    - As necessary, reiterated information already under Part 2. Section II.B. about responsibility for cleaning by designated staff/personnel in departments.
    - Added new or updated information for spaces, particularly areas that were closed during Phase 1 (Cafeteria, fitness areas).
- C. Operational Activity
  - Added reference to detained information on operational activity now in Attachment E: Phase-In Plan.
  - Added information based on additions to the CUNY Guidelines:
    - “Operational Considerations for Vulnerable Populations” – Added some details from CUNY Guidelines.
    - “Operational Considerations for Reclosing in the Event of an Outbreak” – Updated New York State threshold information.
    - New subsections:
      - Operational Considerations for Mental Health and Welfare.
      - Operational Considerations for Student Life.
      - Operational Considerations for Technology.
      - Operational Considerations for Facilities and Grounds.

## II. Places

- A. Personal Equipment –
  - Section updated based on CUNY Guidelines.
  - Information restructured/reorganized with added headings to lower the number of list levels, which is intended to improve readability.
  - Links added for those needing reasonable accommodations for face coverings.
  - “When Face Coverings or PPE Must Be Worn” – under this new heading, there is added information about face covering requirements for cubicles as subject to review by Campus Facilities.
  - “Cleaning and Disposal of PPE” – clarification about handling reusable cloth face coverings versus other PPE.

- “College Supply...” – Added information that PPE will be available on campus for those needing replacements, with information on how to access it.
- B. Hygiene, Cleaning and Disinfection
  - Reorganized the section with new headings.
  - “Cleaning and Disinfection” – made statement about responsibility for cleaning by designated staff/personnel—which was in the plan already—clearer
  - Moved some information from here to Attachment D: Cleaning and Disinfection Plan.
- C. Phased Reopening – Renamed from “Staged Reopening” for consistency.
  - Information restructured/reorganized with added headings, which is intended to improve readability.
- D. Communications Plan – Removed mention of specific personnel here (though leaving that information in Attachment I). This modification was made to address changes in personnel that have occurred and will allow for potential changes in the future

### III. Processes

- A. Screening, Testing, and Vaccinations
  - Updated title and added information section based on CUNY Guidelines, including vaccination and testing requirements.
  - Screening and Verification of Vaccination or Negative COVID-19 Tests
    - Updated title to reflect verification of vaccination/negative COVID-19 tests during the screening process.
    - Added information about further screening from CUNY Guidelines
    - Added vaccination/negative test requirement and use of Excelsior Pass
    - “Campus Reopening Committee” was change to “Campus Coordinator” in the statement, “The Coronavirus Campus Liaison will secure, review and provide this information to the CUNY SVC for Institutional Affairs and the Campus Coordinator.” This has been done due to the need to protect and respect individual privacy.
  - Testing
    - Added information from CUNY communications about testing requirements and access.
- B. Tracking, Tracing, and Isolation
  - Revised heading to be more accurate
  - Tracing and Tracking
    - Merged Tracing section with some information formerly under “Tracking and Enhanced Cleaning” to better reflect processes
      - “Campus Reopening Committee” was removed in the statement, “If an individual tests positive for COVID-19, the Campus Liaison will immediately notify the Coronavirus Campus Coordinator. The Campus Coordinator [...] will also notify the CUNY SVC for Institutional Affairs and Chancellery/COO’s Office. This has been done due to the need to protect and respect individual privacy.
      - Added information from CUNY Guidelines about NYS Contact Tracing Program
      - Added quarantine requirements.
  - Isolate and Transport Those Who are Sick
    - Added detail about testing after quarantine based on CUNY Guidelines

- Moved some details to this section from Part 2, Section I.B. Gatherings in Enclosed Spaces > Guidance for Specific Spaces > Waiting Rooms for Emergency Response
- Notify Health Officials and Close Contacts
  - Added information clarifying that the College must inform health departments about reported cases associated with the school, regardless of whether the person was on site.
  - Added clarification that the College informs the campus community only when a positive case is reported where the individual was on site.
- Enhanced Cleaning – Updated section title from “Tracking and Enhanced Cleaning” and moved information to “Tracing and Tracking” as relevant.

#### ***IV. Institution Plans***

- Revised for clarity, with some additional resources added to the list.

#### ***Changes to References***

- Removed “References” section, which was based on that from the CUNY Guidelines. As an alternative, relevant information is linked within the document and several resources were added under “Institutional Plans”.

#### ***Changes to Attachments***

- Added page “[Attachments List](#)” and added statement that modifications may be made to attachments, primarily, and as needed.

#### ***Attachment A: Physical Distancing Plan***

- Information restructured and text revised to improve readability and consistency.
- Clarification of “Campus Facilities” as a functional title for the purposes of this document.
- Updates to methods for determining occupancy and physical distancing needs in each space, and to differences between Phase 1 and later phases.
- Clarification of sample floor plans and staffing information used to explain the process of determining occupancy.
- “Preparing For Future Reductions in Physical Distancing Requirements (6 Feet To 3 Feet)”
  - New section as per CUNY requirement.
  - Information about changes to operations at reduced physical distancing, if called for.

#### ***Attachment B: Signage Plan***

- Information restructured and text revised to improve readability and consistency.
- Details added to clarify that what is outlined in this plan is subject to change.

#### ***Attachment C: Covid-19 Protective Equipment Requirements***

- Information restructured and text revised to improve readability and consistency.
- Added details to clarify face coverings vs. face masks and how to handle each.

***Attachment D: Cleaning and Disinfection Plan***

- Information restructured and text revised to improve readability and consistency.
- Updated link to new version of NYSDOH guidance for cleaning and disinfection.

***Attachment E: Phase-In Plan***

- Heavily reorganized section with information that was originally under Part 1, Section IV
- Edits to language for consistency.
- New details including occupancy limits by phase, building occupancy information.
- “Operations on Campus by Phase” – Reorganized content, with updates as needed.
- “Operational Activity and Phase-In”
  - Moved from Part 1, Section IV
  - Reorganization of information, particularly where phase information is relevant or where details may not be fixed
  - Added information clarifying that, as per CUNY requirement, instructional/academic activities will have the highest priority when determining approval for in-person activity.

***Attachment F: Ramp Down / Reclosing Plan***

- “Circumstances that Warrant Closure”
  - Added information about community spread as criteria for ramp down/closure, with thresholds.
  - Added information about campus infection rate as criteria for ramp down/closure, with thresholds.
  - Added statement (also included with testing information) that the College has the right to test everyone on campus.
- “Hostos Community College Campus Ramp-Down Checklist”
  - Added references to relevant CUNY Chancellor communications.

***Attachment G: Communications Plan***

- Updates as needed to update personnel, etc.
- “Timeline” – Added information to section to include additional information from Phase 1 and planned/pending information for Phase 2.

***Attachment H: Screening Plan***

- Revised/reorganized for clarity.
- “Daily Health screening Procedure”
  - Updated with Everbridge information
  - Added information about vaccination/test requirement.
- “Monitoring/Tracing Plan”
  - Information added about contact tracing team.

***Attachment I: Campus Reopening Committee***

- Additional information clarifying the roles of the Campus Coordinator, Campus Liaison, and Reopening Committee.
  - Statement that final decisions are made by the Campus Coordinator.
  - Clarification of use of “Reopening Committee” to refer both to the group as a unit and to members of the group.
- Updated names of the Liaison and additional committee members.

***September 2020 Revisions***

Changes to address comments from CUNY Central Office prior to approval for the full plan (Phases 2-4, in addition to Phase 1).

***August 2020***

Original document submitted to CUNY Central Office and approved for Phase 1 (start date August 26, 2020).



# PART 1: OVERVIEW

## I. 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. This reopening plan outlines how the College will move forward safely; approval by CUNY Central Office requires that this plan meet the State’s minimum guidelines. Implementation of the College’s plan is overseen by members of the Hostos Campus Reopening Committee, a diverse group of members of the Hostos community. (See [Attachment I: Campus Reopening Committee](#) for a list of members.)

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, phased reopening and communications; **Processes**, including screening, testing, tracing and tracking; and **Institutional Plans**.

**The plan will be updated, at minimum, in preparation for the start of each new operational phase.**

- Phase 1 began August 26, 2020.
- Phase 2 is expected to begin August 2, 2021.

Subsequent versions of the reopening plan will specify what revisions have been made.

As the College closely monitors the implementation of each phase, modifications to the plan may be made to increase efficiency as needed. Later phases will follow previous phase requirements and will be modified 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***

No one can ensure complete safety from exposure to COVID-19. However, we can create and maintain the safest possible indoor environment. All decisions guided by this document will consider:

- 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.

In line with these principles, all recommended preventative measures for COVID-19 have been engaged with by the College as much as possible. However, members of the college community must acknowledge that the health and safety of our community is also dependent on personal and collective responsibility.

**We remind everyone to continue individual public health activities in place since the beginning of the COVID-19 pandemic and required by everyone on campus** (e.g., using face coverings, maintaining adequate physical distance, cleaning hands frequently, staying home when sick or exposed). **The College also strongly encourages everyone able to [get vaccinated](#), not just to protect themselves but others around them, some of whom continue to be vulnerable to COVID-19.**

## **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 Centers for Disease Control and Prevention (CDC), Occupational Safety and Health Administration (OSHA), and State and local health departments. Measures include:

- Ensuring that all persons on campus wear face coverings and take proper precautions.
- Use of a distance modality for instruction and learning.
- Reducing on-site workforce through telework.
- Introducing technology and processes to promote contactless services.
- Adjusting workplace hours and schedules.
- Limiting campus access and implementing pre-visit and entrance protocols, such as health screenings, testing, or verification of vaccination.
- When necessary, limiting in-person presence to essential staff who need to be on campus to do their job.

The amount which the College will use each of these measures will depend on the reopening phase, as outlined in our Phase-In Plan ([Attachment E](#)).

## **II. GOVERNANCE**

The [Campus Reopening Committee](#) has prepared, reviewed, and will closely monitor the implementation of the Reopening Plan as the College modifies operations to gradually, thoughtfully and safely resume and continue in-person instruction and work. The structure of the committee is based on the University's Coronavirus Planning Task Force recommendation, and roles and responsibilities are outlined in [Attachment I](#).

*College Interim President Daisy Cocco De Filippis* has designated the *Senior Vice President for Administration & Finance, Esther Rodriguez-Chardavoyne*, as the **Coronavirus Campus Coordinator**. The Campus Coordinator will:

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

- Receive information from the Coronavirus Campus Liaison 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 the campus on issues with noncompliance with physical distancing, hygiene, and safety practices.
- Support the work of heads of Campus Facilities in the identification and implementation of physical, operational and cleaning protocols.
- Designate roles and responsibilities as indicated throughout these Guidelines, including when alternate personnel must be identified.

Following internal campus-level review of the campus reopening plan, the CUNY Chancellery/COO's Office will review and approve the campus reopening plan. The Chancellery/COO's Office will:

- Ensure that the 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 plan.

Once the campus reopening plan is approved by the CUNY Chancellery/COO's Office, the College and its departments will prepare to implement plans for return to the campus as sequenced in the approved plan (see: [Attachment E: Phase-In Plan](#)).

In progressing through any phase 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. The Central Administration and Campus Reopening Committee 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.

On campus activities will be continuously monitored for COVID-19 exposures. The **Coronavirus Campus Liaison**, *Executive Director of Human Resources, Christine Dias-Singh*, will continue to be responsible for monitoring these exposures, reporting to CUNY's Senior Vice Chancellor 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 Liaison will also provide this data to the Coronavirus Campus Coordinator and the College President.

The Coronavirus Campus Liaison will:

- Receive information from the online NYS Daily Health Screening Templates, from campus screeners, or from other campus data sources (such as testing) as required by CUNY or NYSDOH guidelines.
- Provide a daily report on COVID-19 exposures to the CUNY SVC for Institutional Affairs and the Coronavirus Campus Coordinator, as required by CUNY or NYSDOH guidelines.
- Receive health screening reports, test results, or other campus data from students, faculty, and staff (as required by CUNY or NYSDOH guidelines) and immediately notify the Coronavirus Campus Coordinator and CUNY SVC for Institutional Affairs of any possible positive cases reported through the screening process, testing, or otherwise. (See [Attachment H: Screening Plan](#) for additional information about screenings.)
- Provide data reporting to ensure campus and Central decision-makers can calibrate reopening/reclosing plans based on the health status of the CUNY community, (see [Attachment F: Ramp Down / Reclosing Plan](#)).
- Ensure all data remains confidential and in compliance with HIPPA and FERPA guidelines.

The information collected by the Campus Liaison will be used by the Chancellery/COO's Office when considering campus plan approvals, and by the Campus Reopening Committee working with the Chancellery/COO's Office when modifying the reopening approach.

After several weeks of operating under the new reopening plan, departments should report back to the Campus Reopening Committee on how operations are working, with suggested revisions to the plans. The Campus Reopening Committee, working with the COO's Office, and responsive to local health conditions, may then modify the reopening approach.

### III. LOCAL HEALTH CONDITIONS/TRIGGERS FOR REOPENING

The State will continue to monitor the critical key metrics developed for the New York State [Percentage Positive Results By Region 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.

The College has been included in Phase 4 of [New York Forward](#) (New York State's reopening plan). Monitoring of these measures by the State will guide the timeline for each phase of the reopening process (See [Part 2, Section II.C. Phased Reopening](#) and [Attachment E: Phase-In Plan](#)).

The Chancellery/COO's Office will coordinate with New York State and New York City public health officials as described 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 each CUNY campus.

### IV. ABOUT OUR CAMPUS

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 the corner of East 149th Street and 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 currently slated for Spring 2023. 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.

## **Phased Reoccupancy**

Central to the College Reopening Plan is a phased and controlled reoccupancy. Movement between phases will be determined by Hostos, in consultation with the Governor and the Chancellor. At each phase the Coronavirus Campus Coordinator will assess the conditions and activities planned to ensure that any modifications to operations and protocol—including physical distancing and occupancy—are in line with current best practices and recommendations from CUNY Central Office, the CDC, and State and local authorities.

Phases are as follows:

- *Phase 0* – Essential staff and operations only.
- *Phase 1* – Maximum 25% of normal occupancy while following current physical distancing guidelines in individual spaces.
- *Phase 2* – Maximum 50% of normal occupancy while following current physical distancing guidelines.
- *Phase 3* – Maximum 75% of normal occupancy while following current physical distancing guidelines.
- *Phase 4* – Fully Reopened (100% capacity).

This reopening plan will use Fall 2019 full-time equivalent (FTE) totals for employees and students when considering full (100%) occupancy and determining the maximum number of people allowed on campus in each phase. When this plan cites 25%, 50%, or 75% of normal staffing levels, it refers to the occupancy of a particular space or office during normal operations. Recommended physical distancing guidelines (see [Attachment A: Physical Distancing Plan](#)) will also be followed throughout the campus.

The College had 670 full-time employees and 858 part-time employees in Fall 2019, for a total employee headcount of approximately 1,528 during normal operations. The Fall 2019 student population was approximately 7,120 total students with a full-time equivalent (FTE) of 4,709.

### **Re-Entry Occupancy Limits by Phase**

#### ***Phase 0 (starting March 23, 2020):***

- Per [New York State on PAUSE](#), occupancy was limited to staff running essential operations, with a requirement to maintain 6 feet of physical distance throughout the campus.

#### ***Phase 1 (starting August 26, 2020):***

- Room occupancy guidelines allow for 25% maximum occupancy. An allowance of 113 sq. ft. per person while maintaining 6 feet of physical distance will be used throughout the campus.
- A 25% occupancy level allows for a maximum on-campus employee population of 382 or fewer (and not including students) at any given time.
- The student population on campus will be restricted to the following:
  - Those enrolled in essential hands-on training courses.
  - 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.
  - A limited number of walk-ins may be allowed, subject to the number of people on campus at that time.

*Phase 2 (starting August 2, 2021):*

- Room occupancy guidelines allow for 50% maximum occupancy. An allowance of 30 sq. ft. per person while maintaining adequate physical distance will be practiced throughout the campus.
- A 50% occupancy level will result in a maximum on-campus employee population of 764 or fewer (and not including students) at any given time.
- The student population on campus during Phase 2 will include a larger number of in-person course sections and student services. The total number of students on site at one time may be managed as follows:
  - Those enrolled in scheduled on-site course sections.
  - Those who need on-campus assistance from a student service or academic support area (e.g., Financial Aid, Admissions, Student Success Coaches, ASAP Advisers, the Library, Open Computer Lab, etc.) and have scheduled an appointment.
  - A limited number of walk-ins may be allowed, subject to the number of people on campus at that time.

For each phase, each department or office will need to develop a plan for on-site occupancy levels that considers a combination of employees and students. Departments/offices will need to balance expected occupancy based on scheduled activity (work schedules, appointments) and estimated unscheduled activity (walk-in capacity), as feasible.

The occupancy in departmental/office plans will be reviewed in each phase to ensure that the total projected campus occupancy can remain under the maximum allowed for that phase. Additionally, daily totals will be monitored by the Campus Coordinator.

To facilitate reoccupancy, the College has categorized staff, faculty, and students in the following manner for phased re-entry:

REOPENING PHASE	OCCUPANCY	EMPLOYEES (GENERAL)	FACULTY (TEACHING)	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 conducting in-person instruction permitted on-campus during those instructional periods. Faculty may visit by pre-approved appointment to pick-up instructional materials.	Only those students taking essential hands-on or testing that must be in person are allowed on campus.

REOPENING PHASE	OCCUPANCY	EMPLOYEES (GENERAL)	FACULTY (TEACHING)	STUDENTS
1	Maximum 25%	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 conducting in-person instruction permitted on-campus during those instructional periods. Faculty may visit by pre-approved appointment to pick-up instructional materials.	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 50%	A combination of on-site and remote work may occur as part of each department's/office's approved plan to meet the College's needs and comply with State and local guidelines. (This applies to staff and to faculty working in their offices.)	A combination of on-site and remote teaching may occur as part of each department's approved plan to meet the College's needs and comply with State and local guidelines.	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 75%	Standard employee operations resume. HR will continue to work with faculty seeking reasonable accommodations.	Standard Instructional operations resume. HR will continue to work with faculty seeking reasonable accommodations.	Students are welcomed back in a reduced capacity in adherence with State and local guidelines.
4	Fully Reopened (100% capacity)	Standard employee operations resume with all facilities and full on-campus, walk-in services available.	Standard instruction resumes with all facilities and full on-campus, walk-in services available.	Students welcomed back at full capacity with access to on-campus services and facilities.  Students from other campuses may utilize the library and other services according to standard operations.

Further detailed information on phased reoccupancy can be found in [Attachment E: Phase-In Plan](#), including:

- Operations by phase

- Reoccupancy by building.
- Operational activity for student and academic support services, following recommendations outlined in [Part 2, Section I.C.](#)



## PART 2: REOPENING PLANS

### I. PEOPLE

#### A. Physical Distancing

##### ***Distancing and Masks/Face Coverings (Updated 09/21)***

**Updated 09/21:** Appropriate face masks will be required for all individuals while inside Hostos Community College buildings and outside if physical distancing cannot be maintained. The only exceptions are:

- If a fully vaccinated person is alone in an enclosed space such as an office, conference room, or dorm room.
  - In a classroom, if a vaccinated professor is teaching a class and is able to keep social distance from everyone else in the class, he or she may choose not to wear a mask. Note that this exception applies only to faculty; students are still required to wear masks during classes.
  - Briefly while eating or drinking, provided social distancing is maintained.
  - These exceptions do not apply to anyone who is not yet fully vaccinated. Those individuals **MUST** wear masks indoors and outdoors at all times while on campus, including in enclosed spaces, except when eating (in which case they **MUST** maintain strict social distancing from other individuals).
- 
- This plan calls for mandatory face coverings to be worn by all building occupants at all times whenever current adequate physical distancing (“social distancing”) cannot be maintained between people.
  - A minimum required physical distance will be maintained among individuals while on campus, inclusive of faculty, staff, and students, to the extent possible and when seated in a classroom or meeting. This is mandatory unless safety or the core activity (e.g., moving equipment, using an elevator, performing a transaction) requires a shorter distance than the current minimum physical distance. (See [Attachment A: Physical Distancing](#) for current distance guidelines.)
  - Specifically, students, faculty, staff, and visitors are required to wear an acceptable face covering as follows:
    - In indoor common areas and in situations where adequate physical distancing between people may be difficult to maintain. This includes while inside a room (shared offices, classrooms, bathrooms); when entering/exiting rooms; riding in elevators; when otherwise traveling around the campus (e.g., lobbies, corridors, and stairwells); and in large, congregate settings outdoors.
    - When faculty, staff, and students are not working in individual offices (e.g., in classrooms; when working in some cubicles or on the open floor with no adequate physical barriers).
    - When employees are interacting with clients or coworkers where there is no physical barrier and adequate physical distancing cannot be maintained.
  - Face covering requirements may continue unless otherwise determined by CUNY and in consultation with CDC and NYSDOH recommendations.

- The College continues to require acceptable face coverings indoors for everyone on campus, regardless of vaccination status. This reflects [updated CDC recommendations](#) which state that acceptable face coverings may still be required by laws, regulations, or other guidance, even for people who are fully vaccinated.
- The College and CUNY reemphasize that an acceptable face covering must be worn by anyone who is unvaccinated or partially vaccinated, even if requirements change for fully vaccinated people. ([An individual is considered “fully vaccinated” 2 or more weeks after their final vaccine dose](#)).
- Acceptable face coverings (as established by the [Centers for Disease Control and Prevention \(CDC\)](#) and [NYS Department of Health \(NYSDOH\)](#)) are required for all individuals who are over the age of two (2) and able to medically tolerate such coverings. Acceptable face coverings for COVID-19 prevention include but are not limited to cloth-based face coverings (e.g., homemade sewn, quick cut, bandana), surgical masks, and N95 respirators.
- See [Section II. A. Protective Equipment](#) for more information on face coverings/masks and other 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 on campus.

- Campus Facilities will review floor plans for occupancies and square footage for all instructional, circulation and support spaces and change each room’s occupancy per current physical distancing requirements, starting with priority spaces. The lower level of occupancy numbers as determined by the two preferred methods (square footage per person and floor plan layouts) will be used (see [Attachment A: Physical Distancing Plan](#)).
- A combination of factors will be considered in determining occupancy including normal staffing levels, square footage, typical use of the space (e.g., classroom versus meeting room), as well as additional health and safety considerations.
  - The College may 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, occupancy levels in small spaces will remain below 50% of maximum capacity as outlined by current NYS guidance.
- Specific plans for implementation will be reviewed at each phase and when updated guidelines are released.
  - *During Phase 1*, Hostos used a factor of 113 sq. ft. per person to determine maximum occupancies in facilities and to allow individuals to be spaced at least 6 feet apart in all directions.
  - *Beginning with Phase 2*, Hostos will use 30 sq. ft. per person as a guide to increase occupancy to 50% while still maintaining 6 feet separation between people while seated at desks.
  - See [Attachment A: Physical Distancing Plan](#) for considerations in preparing for future reduced physical distancing requirements.
- **Updated 09/21:** Every visitor to a CUNY campus, whether accessing indoor or outdoor spaces, must provide proof to CUNY that they (i) are fully vaccinated or (ii) have had a negative COVID-19 molecular (PCR) test performed by an accredited lab no more than 7 days prior to the visit.
  - Visitors who are on campus for 30 minutes or less per visit do not have to comply with any COVID-19 vaccination or surveillance testing requirements applicable to CUNY staff unless the visitor expects

- during that time to be less than 6 feet distant of another person for a total of 15 minutes or more.
- Visitors under the age of 12 do not have to comply with any COVID-19 vaccination or surveillance testing requirements unless they are enrolled in programs, but are subject to mask requirements.
  - Access to college facilities will be limited to authorized students, faculty, staff, and other visitors after completing any mandatory pre-visit and entrance protocols (e.g., daily screening, COVID-19 testing, verification of vaccination, etc.).
  - All visitors must schedule their visits in advance and must be approved by the Coronavirus Campus Coordinator or their designee. Non-essential visitors may be restricted from entering college facilities. Faculty, staff, and students may be approved as follows:
    - Through scheduled activities – Work schedules included in departmental/office reopening plans; scheduled class sessions; appointments with service areas. (Note: approval is limited to the scheduled activity.)
    - By submitting a request – Employees (faculty and staff) who are not scheduled to work on site for a particular day may request access through Public Safety. Employees should send an email to [CampusVisit@hostos.cuny.edu](mailto:CampusVisit@hostos.cuny.edu) and copy their departmental supervisor/chair on the email request. Access is dependent on expected building occupancy; employees must receive approval from Public Safety by email prior to their visit.
  - 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 complete mandatory pre-visit and entrance protocols.
  - Non-essential common areas and unused spaces will remain closed.
  - The College may assign additional staff, such as Public Safety officers or student Safety Ambassadors to assist in managing the flow of traffic and to remind people to maintain adequate physical distance in public areas such as lobbies, hallways, and the Library.
  - The College will post health advisory signs, traffic direction-flow signs, floor markings for physical distancing, and occupant capacities for classrooms, restrooms, elevators, elevator lobbies, dining/break areas and entrance areas to ensure proper physical distancing and to prevent congregation. Posters will be placed throughout to encourage use of stairs to limit density in elevators. See [Attachment B: Signage Plan](#) for details.

### ***Reconfigured Floor Plans***

- The College will reconfigure the use of classrooms and other places where students, faculty, and staff gather, so that individuals are spaced according to physical distancing requirements. Until such rooms are reconfigured and an occupancy sign is posted, the rooms will not be accessible.
- There will be no sharing of workstations unless necessary. Provisions are made to clean and disinfect shared equipment between uses (see [Part 2, Section II.B](#)).
- The College will reconfigure all accessible areas of seating by removing, marking, or blocking chairs and tables to reduce occupancy to appropriate levels of physical distancing.

### ***Signage***

- Hostos will post signs throughout the campus, consistent with current recommendations from the NYSDOH and the Centers for Disease Control and Prevention (CDC) for COVID-19 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 may also be used on campus as needed.

- 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 physical 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.
- 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.
- 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 barrier 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 physical distance from others.
- Physical distancing markers (such as signs or floor decals) will be posted in commonly used areas, particularly where lines are commonly formed or people may congregate (e.g., lounges, lobbies, the Library).
- 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 phase of reopening.
- See [Attachment B: Signage Plan](#) for more details.

## B. Gatherings in Enclosed Spaces

Specific guidelines on indoor gatherings may change as guidance from CUNY Central Office, New York State, and the CDC continues to evolve. During a period where there continues to be a need to limit the number of people in a space, approval of in-person gatherings will prioritize instructional/academic activities above all else, and student engagement activities in support of student success above other extracurricular activities, as these support the College mission. Modifications to these guidelines will be communicated to the Hostos community as needed.

### **General Guidance for Enclosed Spaces (Updated 09/21)**

- The College may minimize in-person gatherings and encourage use of video or teleconferencing technology when possible.
- Conferences should be conducted via video or teleconferencing. Staff and faculty should use telework and virtual meetings.
- As long as the College needs to reduce in-person gatherings to meet [occupancy limits \(Attachment E\)](#), highest priority will be given to in-person instructional/academic activities. Student engagement activities that support student success will be considered for in-person events as long as needs for instructional activities can be met. Both will be prioritized above general extracurricular activities, which may continue in a hybrid or fully virtual format.

- When videoconferencing or teleconferencing is not preferable or possible, the College may hold gatherings in open, well-ventilated spaces and ensure that individuals maintain adequate physical distance between one another (e.g., leave space between chairs, have individuals sit in alternating chairs).
- All in-person gatherings of ten (10) or more people must be approved by the Coronavirus Campus Coordinator or their designee. Approval of gatherings will prioritize academic and student engagement activities. Approval of gatherings will prioritize academic and student engagement activities.
- The size of gatherings may be limited to comply with current New York State guidelines.
- An acceptable face covering (see [Part 2, Section I.A. Physical Distancing > Distancing and Masks/Face coverings](#)) will be required for all occupants in indoor common spaces and when gathering.
- Masks are required outdoors in large, congregate settings but are not otherwise required within outdoor campus spaces.
- **Updated 09/21:** Appropriate face masks will be required for all individuals while inside Hostos Community College buildings and outside if physical distancing cannot be maintained. The only exceptions are:
  - If a fully vaccinated person is alone in an enclosed space such as an office, conference room, or dorm room.
  - In a classroom, if a vaccinated professor is teaching a class and is able to keep social distance from everyone else in the class, he or she may choose not to wear a mask. Note that this exception applies only to faculty; students are still required to wear masks during classes.
  - Briefly while eating or drinking, provided social distancing is maintained.
  - These exceptions do not apply to anyone who is not yet fully vaccinated. Those individuals **MUST** wear masks indoors and outdoors at all times while on campus, including in enclosed spaces, except when eating (in which case they **MUST** maintain strict social distancing from other individuals).
- All non-essential amenities and communal areas which promote gathering or are high touch areas (e.g., student lounge, break areas) may remain closed. As an alternative, staff, students, and faculty may be encouraged to bring their own water bottles/coffee mugs and snacks.
- Students, staff, and faculty should not use other people's personal protective equipment, phones, computer equipment, desks, cubicles, workstations, office, or other personal work tools and equipment.
- Campus Facilities will work with individual Departments to identify spaces that pose a challenge (e.g., too small, no ventilation, bottleneck entry) and recommend approaches to addressing use of those spaces.
- This plan incorporates the use of staggered schedules for employees and classes as an option to promote physical distancing (e.g., breaks, meals, and shift starts/stops). departmental plans should address how these may be used in their area.

### ***Considerations for Cleaning and Disinfecting Enclosed Spaces***

Campus-wide cleaning protocols are detailed in the [Cleaning and Disinfection Plan \(Attachment D\)](#) and include the following:

- Areas in use will be disinfected by Housekeeping staff at a minimum of once per day, as per CDC and NYSDOH recommendations. High touch points will be disinfected more frequently and as needed.
- Cleaning and disinfecting supplies (such as wipes) and hand sanitizer dispensers will be available throughout the campus. Supplies will be restocked as needed.

- The College will ensure basic hygiene activities have been completed for areas that are being reopened after a period of vacancy, if necessary (e.g., replacement of HVAC filters; cleaning and inspecting of equipment; and flushing of plumbing devices).
- The Office of Environmental Health and Safety will review the cleaning protocol performed, and inspect offices as needed.

***Considerations for Ventilation and Water Systems in Enclosed, Indoor Spaces***

Indoor air is filtered and disinfected before being delivered to classrooms, offices, and other campus spaces. The College has taken specific actions based on recommendations from the CDC and NYSDOH to prevent the airborne spread of COVID-19:

- Filters in all HVAC (heating, ventilation, and air conditioning) systems filters throughout the campus will be replaced with those rated at a minimum of MERV-13, as recommended by the CDC; this micro filter is tiny enough to contain the COVID-19 virus. (MERV stands for “Minimum Efficiency Reporting Values.” Larger values are capable of filtering out smaller particles.)
- Ultraviolet-C (UV-C) lighting will be installed in HVAC systems in all permanent, college-owned buildings to create an antiviral, antibacterial and antimicrobial disinfecting system. UV-C lighting works within the HVAC system to disinfect the air; as the air passes through the UV-C light, the protein shell of the virus is broken down, killing the virus. This is the same disinfecting technology used in hospital HVAC systems has been deployed by the MTA in its subway cars.
- All HVAC systems on campus have the capability of operating at 100% outside air, and 100% outside air may be circulated when outside temperatures and other conditions allow.
  - When feasible, air is cycled out of the building at least every 15 minutes and replaced with 100% outside air.
  - During extreme seasonal temperature swings, exclusive use of outside air can have an adverse effect on the operating characteristics of the equipment and may significantly reduce the desired cooling or heating effect. During such periods, the air supplied to occupied spaces will continue to be filtered (with MERV-13 filters) and disinfected (with UV-C lighting) though a maximum of 40-50% outside air may be maintained.
- Fans such as pedestal, desk, or hard mounted fans will be taken out of service.
- In buildings which are not college-owned, Campus Facilities will work with building management to make necessary adjustments including upgraded filters.

The following maintenance and routine activities, which are not specific to COVID-19 prevention, will continue:

- 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 or as needed.
- College will maintain maximum fresh air intake consistent with design operating characteristics.
- 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 college engineers possess NYC Operating Engineering licenses for HVAC systems.

## ***Guidance for Specific Spaces***

This section provides additional plans for addressing occupancy in specific spaces, as well as services that—while normally available—may not be effectively delivered at a distance. These areas may reopen if New York State and CUNY guidelines can be met, though these spaces and services are not necessarily expected to resume during a particular phase of the college reopening.

The College will plan and determine the best course of action for a specific space as each phase is implemented. Considerations for reopening each space includes a balance of factors including risk reduction, student support needs (academic support, support services), and student engagement. Areas shall remain closed until plans to reopen them are reviewed by the Committee.

### ***Lobbies and Common Areas***

#### ***Physical Preparation:***

- In addition to physical distancing measures, plastic or plexiglass barriers will be installed at each Public Safety post located at the building entrances to provide additional safety protection.
- Reception areas will be equipped with plexiglass barriers.
- Reception and waiting area seating will be moved, blocked off, marked, or removed to limit occupancy and ensure appropriate spacing between individuals as needed, though seating will be made available to those needing accommodations.
- Break rooms will be restricted to ensure maintenance of physical 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.

#### ***Occupancy Preparation:***

- Use of waiting areas may be limited unless absolutely necessary. There shall be no lingering or socializing in common areas.
- An acceptable face covering will be required for all occupants.
- If any overcrowding or queuing results due to entrance protocols (such as screenings or test result verification), individuals will be instructed to gather outside in the open air rather than inside the building.
- No visitors will be allowed to gain entry to the College facilities unless approved in advance.

#### ***Cleaning Protocol:***

- Common areas (e.g., lobby, security check-in) will be cleaned and disinfected at a minimum of once per day, with high touch points disinfected more frequently.
- Cleaning and disinfecting supplies (such as wipes) will be available in common areas for individuals to use before and after they come in contact with surfaces.

## **Hallways and Stairwells**

### *Physical Preparation:*

- Hallways and stairwells will be marked for bidirectional or one-way traffic flow where feasible. Floor markings or barrier tape may be used where necessary.
- Signage will be posted as a reminder to maintain adequate physical distance and to discourage any lingering in hallways and stairwells.
- Hand sanitizer dispensers will be placed at public stairwell entrances.

### *Operational Preparation:*

- An acceptable face covering will be required for all occupants.
- Lingering and gathering in the hallways and stairwells will not be allowed. Hallways and stairwells may be monitored by college staff, such as Public Safety officers or student Safety Ambassadors, to prevent lingering and overcrowding.
- Class schedules will be set at times and locations to reduce crowding in hallways, lobbies, and stairs whenever possible.

### *Cleaning Protocol:*

- High touch surfaces, such as stairwell handles and railings, will be cleaned daily when spaces are occupied.

## **Elevators**

- *Phase 1:* Elevators are limited to two (2) people per car, though some elevators may be limited to one (1) person due to their size.
- *Phase 2:* Elevators will be limited to two (2) people or one (1) person per car. Following review by Campus Facilities, larger capacity elevators may allow a maximum of three (3) or four (4) people provided that physical distancing requirements can be met and occupancy remains under 50% of normal capacity.

### *Physical Preparation:*

- Elevator lobbies: Signs are posted in elevator lobbies (next to elevator doors) indicating the elevators occupancy limits, 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 for maximum spacing between occupants. Signs are posted inside elevator cabs reminding everyone about occupancy limits, that face coverings are required, to limit talking, and to stand on indicators facing away from one another.
- The College will encourage all occupants to use stairs through posters and signage.
- Hand hygiene stations have been placed in the elevator lobbies for use prior to entering and after exiting the elevators.



***Operational Preparation:***

- An acceptable face covering will be required for all elevator occupants.
- Elevator occupancy will be limited by size. Most will be limited to two (2) people per car, though some elevators may be limited to one (1) person. Following review by Campus Facilities, larger capacity elevators may allow a maximum of three (3) or four (4) people if occupancy would remain under 50% of normal capacity.
- Elevators will be prioritized for those unable to use the stairs.
  - The College may assign additional staff, such as Public Safety officers or student Safety Ambassadors to assist in managing the flow of traffic
  - The College will consult with the Accessibility Resource Center (ARC) to address mobility needs and prioritization of elevators as necessary.

***Cleaning Protocol:***

- Housekeeping staff will perform regular cleaning of high touch areas, such as elevator buttons.

***Lectures/Classrooms***

- *Phase 1:* On-campus instruction will be limited to specific, skills-based instruction that must be conducted in person.
- *Phase 2:* The teaching modality (e.g., remote, hybrid, and in-person) for each course and section will be determined by Departments and individual instructors. In-person instruction may be restricted if necessary to keep on campus occupancy within limits set for the reopening phase.

***Physical and Operational Preparation:***

- Only classrooms that are scheduled with the Registrar and assessed by the Campus Reopening Committee may be used.
  - Classroom use must be scheduled to allow Housekeeping to monitor and track areas for cleaning.
  - 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. All plans to reopen classrooms and lecture halls must be reviewed and approved by Committee prior to occupancy.
  - Courses scheduled to be delivered online should remain fully remote.
  - Class schedules may be staggered or organized in cohort groups to limit the number of occupants in classrooms and prevent crowding in common areas.
- Occupancy limits in classrooms may be no greater than 50% of fire code when required by New York State guidelines, and capacity shall be further determined by physical distancing guidelines. The distance between seats will allow for necessary separation between individuals based on current distancing guidelines.
  - Each department must develop a program-specific plan with approved capacity and seating layouts for its courses. An attendance schedule for in-person classes may be required for approved plans. Such plans would indicate whether staggered schedules or cohort groups will be implemented and the number of students to be in a classroom at one time during each in-person session.
- All students and instructors will be required to wear an acceptable face covering in classrooms.
  - In-person group discussion should only occur with all participants wearing face coverings and maintaining physical distance.

- If it is deemed necessary for a presenter to speak without a mask, the presenter must maintain or exceed the current minimum physical distance from all classroom occupants.
- Students and employees engaged in activities that require them to interact at a distance smaller than the current physical distancing requirement will require additional PPE.
  - The College will have adequate PPE supplies for use by staff, instructors and students as needed. See [Attachment C: COVID-19 Protective Equipment Requirements](#) for details.
- Delivery of required in-person instruction to any quarantined or high-risk students will be postponed until either safe to conduct in person or a remote substitute is developed and receives proper approval.
- The sharing of resources between classrooms will be prohibited. Instructors and staff will be reminded of this restriction through communications and signage.

***Cleaning Protocol:***

- Cleaning and disinfecting supplies (such as wipes) for use by students, faculty, and staff will be provided in each classroom to clean work surfaces and equipment after each use. Hand sanitizer dispensers will be installed in lobbies near classrooms.
- Each instructional space that is used will be deep cleaned at least once a day.

***Computer Labs***

- *Phase 1:* Planned use of computer labs must be outlined in departmental/office reopening plans.
  - Instructional computer labs may be used for in-person instruction as deemed necessary and feasible.
  - The Open Computer Lab may be reopened during key periods (e.g., final exam periods). Scheduled appointments will be used to limit on-campus activity.
- *Phase 2:* Planned use of computer labs, including the Open Computer Lab, instructional computer labs, and student support labs, must be outlined in departmental/office reopening plans.

***Physical and Operational Preparation:***

- Laptops, tablets, and connectivity devices (like WiFi hotspots) will be loaned to faculty, staff, and students for remote use as supply allows. These devices will allow users to fulfill educational/college-related needs while access to the campus remains limited.
- Hygiene protocols must be followed by lab users. Users are responsible for thoroughly disinfecting 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 (such as wipes) will be provided for individual use, and hand sanitizer dispensers are installed in or near computer labs. Supplies and hand sanitizer dispensers will be restocked as needed.
- Disposable keyboard covers may be used in computer labs to support hygiene practices.

***Cleaning Protocol:***

- Proper cleaning and disinfecting of computers and peripherals will follow manufacturer guidelines.
  - Designated staff or personnel, such as Departmental College Laboratory Technicians (CLTs), who are responsible for maintenance of devices and equipment will continue to clean and disinfect these items, as

Housekeeping staff cannot be held responsible for handling specialized equipment. Departments should consider these disinfecting processes when developing reopening plans.

- Disposable keyboard covers may be used in computer labs.

### **Office Spaces**

- *Phase 1:* Use of office spaces may be reduced due to limits on campus occupancy, and will include:
  - Essential employees.
  - Employees scheduled to work on site as per approved departmental/office reopening plans. Faculty should include regularly scheduled hours working in their offices in their department's reopening plans.
  - Visits approved by the Coronavirus Campus Coordinator (or their designee) and the individual's division head, and in consultation with their department director, chairperson, or site director. (This includes faculty who are not scheduled for work on site.)
- *Phase 2:* Use of office spaces may be reduced and will be based on schedules outlined in approved departmental/office reopening plans.

### **Physical and Operational Preparation:**

- Occupancy limits in office spaces will be determined by a combination of room size and reopening phase.
- Conference rooms may be temporarily repurposed to allow for adequate physical distancing when necessary.
  - Conference rooms may be repurposed to provide workspaces for staff in more congested work areas.
  - Conference rooms may be used when it is necessary to have private, one-on-one meetings in a physically distanced space.
- Each department/office should develop its own plan for use of office spaces and work areas (especially multi-person or shared areas) that meets all reopening plan requirements.
- The Campus Reopening Committee will survey and assess individual areas to provide guidelines for adhering to physical distancing requirements. Plans to occupy office spaces, particularly multi-person or shared areas, must be reviewed and approved by the Committee prior to occupancy.
- A schedule that specifies room usage by day may need to be maintained by the department/office and provided to the College to allow Housekeeping to monitor and track areas for cleaning.
- Staff and Faculty will follow staggered schedules where possible to reduce capacity, supervisors will coordinate access as per [the phase-in plan \(Attachment E\)](#). Schedules will be coordinated with division leaders and will follow physical distancing guidelines.
- Faculty, staff, and students not working in individual offices (e.g., in classrooms, when working in some cubicles or on the open floor with no adequate physical barriers) must wear an acceptable face covering.
- Occupancy of small kitchens (those located in office areas) may be limited to one (1) person at a time as required by New York State guidance. Signage will communicate this.
- Signage will be posted with physical distancing, occupancy, and face covering requirements.

### **Cleaning Protocol:**

- Offices will be inspected and cleaned before reoccupancy, and general cleaning practices will resume when space is reoccupied.
- Individuals will continue to be responsible for cleaning their personal work areas during the day. Cleaning and disinfecting supplies (such as wipes) will be provided for individual use, as feasible.

- Office spaces that are used will be deep cleaned at least once a day.

**Conference Rooms**

- *Phase 1:* Meetings will continue to be held remotely. Prior approval by the Coronavirus Campus Coordinator is required for in-person meetings of ten (10) or more people.
- *Phase 2:*
  - The College recommends that meetings continue to be held remotely when feasible.
  - Prior approval by the Coronavirus Campus Coordinator is required for in-person meetings of ten (10) or more people.
  - Conference rooms may be repurposed to provide workspaces for staff in more congested work rooms or for use when it is necessary to have private, one-on-one meetings in a physically distanced space.

***Physical and Operational Preparation:***

- The College will minimize in-person meetings and encourage use of video or teleconferencing technology when possible, as per [Part 2, Section I.B. Gatherings in Enclosed Spaces > General Guidance for Enclosed Spaces](#)
- If an in-person meeting is required and remote options are not feasible, the meeting should be held in a space large enough to allow attendees to adhere to occupancy and physical distancing requirements.
  - Patios or outdoor spaces that allow for open air meetings could serve as a substitute for indoor meeting spaces, weather and physical distancing permitting.
  - The size of gatherings may be limited to comply with New York State guidelines.
  - Prior approval by the Coronavirus Campus Coordinator may be required for in-person meetings or other gatherings over a certain size. Approval of gatherings will prioritize academic and student engagement activities.

***Cleaning Protocol:***

- Cleaning and disinfecting supplies (such as wipes) will be provided for individual use. Supplies will be restocked as needed.

**Restrooms**

The College will plan and determine the best course of action as each phase is implemented.

- *Phase 1:* Some restrooms may be closed, and the College will prevent use of some stalls, urinals, and sinks in open restrooms to adhere to physical distancing requirements.
- *Phase 2:* The College will prevent use of some stalls, urinals, and sinks in open restrooms to adhere to physical distancing requirements.

***Physical and Operational Preparation:***

- The College will install paper towel dispensers in all restrooms as an alternative to hand dryers.
- All campus plumbing devices, soap dispensers, and paper towel dispensers will be equipped with touchless sensors to minimize device contact.

- Signs will be posted outside restrooms specifying that a maximum of two (2) people may be in the restroom at once, indicating that face coverings are required, and reminding everyone about hand washing.
- Signs will be posted inside restrooms to communicate the importance of hygiene, physical distancing, and wearing of masks. Restrooms will have signs asking employees to wash hands before and after using the restroom.
- Some stalls, urinals, and faucets may be blocked and marked “Not Available” to ensure adequate physical distancing.
- Hand sanitizer dispensers will be located just outside of the restrooms.

***Operational Preparations:***

- Some restrooms may be closed/locked when building occupancy is limited. Signs marking locked restrooms will indicate the nearest available restroom.
- An acceptable face covering will be required for all restroom occupants.
- Entrance doors shall be kept open, as feasible, to allow additional air circulation and reduce the need to touch door handles.

***Cleaning Protocol:***

- Restrooms shall be cleaned and disinfected frequently throughout day.
- Housekeeping staff will wipe down high touch surfaces with disinfectants multiple times a day.
- Restrooms will be deep cleaned once per day.
- Documentation detailing cleaning methods, chemicals utilized, schedules, inspection reports and training records may be made available upon request.

***Cafeterias, Dining Halls, and Kitchens***

- *Phase 1:* In order to limit the number of gatherings on campus, the Hostos Cafeteria is closed in Phase 1. No cafeteria services will be provided. Employees and students will be encouraged to bring their own food, snacks and drinks.
- *Phase 2:* Limited food service operations will be considered.

***Physical Preparation:***

- 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 physical 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. 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.
- Cohort dining may be established as feasible, where specific groups of diners are admitted in a staggered schedule. It may 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 case of a confirmed COVID-19 case on campus associated with a dining area, the dining area will be closed for two (2) days before continuing with cleaning and disinfection protocols and with contact tracing efforts.
- Congregating in kitchen areas by staff will be discouraged.

***Cleaning Protocol:***

- Dining area surfaces will be wiped with enhanced cleaning, disinfection and sanitization measures.
- Dining areas will be thoroughly cleaned and disinfected a minimum of once a day.
- Kitchen areas and equipment will be cleaned and disinfected at least once per day. High touch surfaces will be disinfected more frequently or removed when feasible.

***Gym and Fitness Areas, Including the Pool***

- *Phase 1:* Fitness areas, including the Main Gym and Physical Education Complex (pool; weight room, aerobics center, locker rooms, dance studio) shall remain closed to exercise/physical fitness activities until plans to reopen some or all of these areas are reviewed by the Committee and approved by CUNY.
- *Phase 2:* Some fitness areas may remain closed to exercise/physical fitness activities. Plans for areas to reopen must be reviewed by the Committee and approved by CUNY.

***Physical Preparation:***

- Signs will remind occupants about COVID-19 prevention measures.
- The College may space out lockers and stagger cardio and strength machines as necessary to accommodate required physical distancing.
- The College may use no-touch or scanless check-ins to minimize contact with staff.
- Additional cleaning and disinfecting supplies (such as wipes) and hand sanitizer dispensers may be added throughout fitness areas to prevent gathering around a centralized location when users need to clean equipment.

***Operational Preparation:***

- The College will consider options to limit the maximum number of people in the facility with access control, use-by-appointment, or other measures.
  - A maximum of no more than 50% of normal occupancy may be employed, but the College may consider a lower cap.
  - The College may consider an additional screening process (in addition to entrance protocols) for those using fitness areas, as feasible.
- Physical distancing measures may be employed in fitness areas including locker rooms, strength and conditioning facilities, fitness and wellness classes, lounge areas, and other recreation facilities.

- Acceptable face coverings will be required for staff and may be required for individuals when they are not exercising.
- The College may consider remote/virtual recreation classes to limit occupancy in fitness areas, as feasible

***Cleaning Protocol:***

- Individuals will be responsible for wiping down machines and equipment before and after use.
- Housekeeping and fitness area staff will be provided with appropriate techniques and PPE (as per CDC guidelines) for cleaning and disinfecting common, non-clinical spaces, including recreation venues and equipment.
- Weights and equipment will be cleaned and disinfected daily, and a regular deep cleaning schedule for fitness areas will be developed based on use.

***Exterior Campus Grounds***

- *Phase 1:* All exterior campus grounds shall remain closed until plans to reopen are reviewed by the Committee.
- *Phase 2:* Access to exterior campus grounds may be limited and subject to approval.

***Waiting Rooms for Emergency Response***

The College is prepared to turn any room into a waiting/isolation room, as outlined under [Part III.B.: Isolate and Transport Those Who are Sick.](#)

***Physical Preparation:***

- Portable toilets, cots, and an isolation kit for room doors have been acquired to facilitate use of any room as a waiting/isolation area.

***Operational Preparation:***

- Space will be labeled “Restricted Area” or “Authorized Personnel Only” once designated as a temporary waiting room.
- The individual being isolated will be held in the designated location until first responders (e.g., paramedics/EMTs or an 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 ([Cleaning and Disinfecting Your Facility](#)) when cleaning and disinfecting the area.

## C. Operational Activity

The College will have an approved reopening plan in place, as per [Part 1, Section II. Governance](#), before anyone other than essential workers enter the campus (with limited exceptions, as approved by New York State). Everyone on site must adhere to campus plans and guidelines.

Further details on operational activities, particularly by phase, can be found in [Attachment E: Phase-In Plan](#).

## General Considerations

The Coronavirus Campus Coordinator and [Communications Team](#) will work with Human Resources and the Student Health Services to notify students, faculty, staff, and visitors of new campus policies and changes prior to reopening and upon resuming operations. The College—through Human Resources, Campus Facilities, or as otherwise delegated by the Coronavirus Campus Coordinator—will communicate about the following, as relevant:

- 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.
- Awareness training on cleaning and disinfection, proper use of PPE, access to replacement PPE, and other precautionary measures
- Staff are responsible for checking with their manager or supervisor to determine when they will be permitted to return to campus, and what their responsibilities are.
- All students, faculty, staff, and visitors will be required to go through pre-visit and entrance protocols or screening as directed by active CUNY or NYSDOH guidelines.
- *Proof of vaccination or COVID-19 testing:* When in effect, every person who wishes to enter the campus must either:
  - Show proof that they are fully vaccinated or have submitted proof of vaccination through an established process.
  - Show proof of a recent negative COVID-19 test.
- *Daily health screenings:* When in effect, students, faculty, staff, and visitors will be required to complete the health screening process on a daily basis. They will be asked to self-report symptoms and risk factors by filling out the [NYS health screening template or an equivalent](#) and they will be checked for temperature upon entry to the campus.
- Beginning August 2021, proof of vaccination or a negative COVID-19 test will be required to enter all CUNY campuses. CUNY will stop use of daily health screenings (self-reporting via Everbridge), following CDC guidance.
- All staff, students, and instructors will be informed that an acceptable face covering is required for all people when on campus, and they will be informed about how to obtain replacement face coverings if necessary. 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 faculty and staff may be required to complete an online health and safety COVID-19 training as per NYSDOH guidelines. *(As of July 2021, CUNY longer requires or provides online health and safety COVID-19 training.)*
- All individuals on campus should carry their Hostos 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.
- Gathering and congregating in communal spaces will be discouraged.
- The College will provide signage affixed to floor and wall to be used as a reminder/guide in entrances, elevators, and restrooms to limit density and prevent exposure where possible.
- The College will encourage students, faculty, and staff who use public transportation or ridesharing to follow [CDC guidance](#) and public transit agency recommendations ([MTA](#), [NJ Transit](#), [PATH](#), etc.) on how to protect themselves when using transportation. Additionally, people will be encouraged to commute during less busy times and wash their hands as soon as possible after their trip.
- While the College cannot ensure the safety of public transportation, the College recognizes that most of our population relies on public transportation to go to school and work. For this reason, staggered work and class schedules will be planned.
- If state-mandated daily health screenings are in effect, personnel performing screening activities are required to view the NYS screeners' virtual training video.
- If COVID-19 cases develop, the College will restrict social contact and mobility across campus particularly in affected areas (e.g., shutting down some functions) and 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, through relevant Departments, will continuously evaluate multiple approaches to serving our 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 until safe).
- Communicating to faculty the need to check in with students as frequently as possible and how to work with Student Affairs to report safety and welfare concerns to respective agencies.
- Putting in place policies, consistent with applicable law, 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.
- Informing students facing food insecurity of the availability of services on campus, including the Food Pantry.
- Providing technology and support needed in classrooms for streaming, video recording, etc.
- Expanding access to broadband and technology to close the digital divide.
- Identifying resources for students with learning disabilities or difficulties with remote learning platforms.
- And other recommendations for [accommodating students with disabilities](#) on the [CUNY's Considerations for Reopening Facilities & Services in Stages](#) page.

## ***Operational Considerations for Mental Health and Welfare***

The College, through relevant Departments, will consider resources and recommendations provided in the [CUNY Guidelines for Safe Campus Reopening](#), including:

- Considerations for reopening [mental health services](#) and [health & wellness services](#) to support students.
- Promoting resources on the CUNY's [Benefits and Wellness](#) page for employees (faculty and staff).
- And additional considerations for promoting mental health during this difficult period.

## ***Operational Considerations for Student Life***

The College, through relevant Departments, will continue to make decisions on in-person student life that comply with the campus reopening plan and address recommendations in the [CUNY Guidelines for Safe Campus Reopening](#) and under Student Life/Inclusion on the [Considerations for Reopening Facilities & Services in Stages](#) page.

On-campus activities may only resume after the approval of a departmental/office reopening plan.

## ***Operational Considerations for Technology***

The College will continue to update physical classroom and campus infrastructure as needs for online learning evolve, to consider what remote solutions may need to be bolstered to support long-term needs, and support information security and privacy needs as per recommendations in the [CUNY Guidelines for Safe Campus Reopening](#).

## ***Operational Considerations for Facilities and Grounds***

The College will continue the following activities, which are now included as recommendations in the [CUNY Guidelines for Safe Campus Reopening](#):

- The College will assign heads of Campus Facilities responsibility for all academic and administrative buildings. Campus Facilities will partner with the relevant campus operations staff to identify physical, operational, and cleaning protocols that will be needed in accordance with [Part 2, Section II.B. Hygiene, Cleaning and Disinfection](#).
- The College will establish cleaning regimens and properly protect and train the custodial staff who conduct cleanings.
- Major space changes will continue to be processed through existing space renovation processes.
- Building energy and utility levels will continue to be adjusted for occupancy.

## ***Operational Considerations for Reclosing in the Event of an Outbreak***

- The College will continue to monitor health conditions using clearly defined measures set by New York State ([NYS Guidance for Infection Rates on College Campuses](#)) or other health authorities. These measures will serve as a warning sign that infection may be increasing.

- 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.
  - The New York State threshold for reclosing a higher education institution is based on the number of individuals (inclusive of students, faculty, and staff) who test positive for COVID-19 within a rolling 14-day period. It is further determined as follows:
    - In general, the threshold is the *smaller* total of either a. 100 individuals, or b. 5% of the total on-campus population. If this pre-established threshold is reached, the College will immediately (1) transition all in-person learning to remote format(s) and (2) limit on-campus activities for a period of 14 days
    - If at least 25% of the total on-campus population is tested for COVID-19 each week as part of an ongoing policy of surveillance testing, the threshold is the *greater* total of either a. 100 individuals or b. 5% of the total on-campus population.
  - During a reclosing period, most in-person activities will be suspended. However, essential on-campus functions will continue.
- If the local health situation worsens or community spread is occurring on campus, the campus will review the situation and consult with the Chancellery/COO's Office, local/state officials, and health authorities to determine whether the campus needs to ramp down (see [Attachment F: Ramp Down / Reclosing Plan](#)).
- 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 G: Communications Plan](#)).

## D. Campus Deliveries and Drop-Off

- The College will have a designated area for pickups and deliveries to limit contact, as feasible.
  - The College, through Public Safety and Receiving staff, 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.
- 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

#### **Face Coverings and Personal Protective Equipment (PPE) Usage Requirements (Updated 09/21)**

As per [Part 2, Section I.A. Physical Distancing > Distancing and Masks/Face Coverings](#), the College requires the use of an acceptable face covering by all students, faculty, staff, and visitors whenever current adequate physical distancing cannot be maintained between people who do not reside in the same household. (See [Attachment A: Physical Distancing](#)).

The College will also continue to adhere to OSHA standards for personal protective equipment (PPE) for workplace activities that typically require a higher degree of PPE.

Additional details on COVID-19 personal protective equipment (PPE) requirements can be found in [Attachment C](#).

#### **Selecting Face Coverings and PPE:**

- Acceptable face coverings must meet guidelines established by the [Centers for Disease Control and Prevention \(CDC\)](#) and [NYS Department of Health \(NYSDOH\)](#).
- 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 N95 respirators.
- The NYC Department of Health has issued [updated guidance on face coverings](#). This guidance recommends that people (who are medically able) wear snug fitting masks with two or three layers of material to better prevent unfiltered air from passing through; or wear two masks, with a cloth face covering over a disposable mask. The guidance also suggests higher grade masks, like KN95s, for people at greater risk.
- Cloth face coverings will not be required and should not be placed on:
  - Babies and children younger than 2 years old;
  - Anyone who has trouble breathing or is unconscious; or
  - Anyone who is incapacitated or otherwise unable to remove the cover without assistance.
- Cloth face coverings are not medical personal protective equipment. Medical grade masks (N95) may be reserved for healthcare workers, first responders, and those performing higher risk tasks that require close contact.
- The College will provide reasonable accommodations to employees and students that are unable to wear a cloth face covering or surgical/procedural mask due to medical conditions.
- Students who cannot medically tolerate masks can contact [Student Health Services](#) or [Accessibility Resource Center \(ARC\)](#) for assistance.
- Employees who cannot medically tolerate masks can contact [Human Resources](#) for assistance.
- Anyone requiring special accommodations for face coverings may be directed to contact the Office of Environmental Health and Safety.
- 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 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.

- For the purpose of this plan, cloth, disposable, or other homemade face coverings are not acceptable for workplace activities that typically require a higher degree of 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.

#### **When Face Coverings or PPE Must Be Worn:**

**Updated 09/21:** Appropriate face masks will be required for all individuals while inside Hostos Community College buildings and outside if physical distancing cannot be maintained. The only exceptions are:

- If a fully vaccinated person is alone in an enclosed space such as an office, conference room, or dorm room.
- In a classroom, if a vaccinated professor is teaching a class and is able to keep social distance from everyone else in the class, he or she may choose not to wear a mask. Note that this exception applies only to faculty; students are still required to wear masks during classes.
- Briefly while eating or drinking, provided social distancing is maintained.
- These exceptions do not apply to anyone who is not yet fully vaccinated. Those individuals **MUST** wear masks indoors and outdoors at all times while on campus, including in enclosed spaces, except when eating (in which case they **MUST** maintain strict social distancing from other individuals).

Students, faculty, staff, and visitors are required to follow face covering requirements as outlined below unless otherwise determined by CUNY and in consultation with CDC and NYSDOH recommendations.

- The College continues to require acceptable face coverings indoors for everyone on campus, regardless of vaccination status.
  - This reflects [updated CDC recommendations](#) which state that acceptable face coverings may still be required by laws, regulations, or other guidance, even for people who are fully vaccinated.
  - [People who cannot wear a face covering for medical reasons and require an accommodation](#) should contact the College as outlined in the previous section, "[Part 2, Section II.A. Face Coverings \[...\] > Selecting Face Coverings and PPE.](#)"
- The College and CUNY reemphasize that an acceptable face covering must be worn by anyone who is unvaccinated or partially vaccinated, even if requirements change for fully vaccinated people. ([An individual is considered "fully vaccinated" 2 or more weeks after their final dose](#)).
- Acceptable face coverings are required in indoor common areas and in situations where adequate physical distancing between people may be difficult to maintain such as:
  - while inside a room (shared offices, classrooms, bathrooms);
  - when entering/exiting rooms;
  - when riding in elevators;
  - when otherwise traveling around the campus (e.g., lobbies, corridors, and stairwells);

- in large, congregate settings outdoors.
- Faculty, staff, and students must wear acceptable face coverings when not working in individual offices (e.g., in classrooms, when working in some cubicles or on the open floor with no adequate physical barriers).
- Employees (faculty and staff) must wear face coverings when interacting with students, coworkers, or visitors where there is no physical barrier and adequate physical distancing cannot be maintained.
- When sitting in offices or enclosed private workspaces alone, employees do not need to wear a mask or face covering.
- Pending review of the space by Campus Facilities, employees in some cubicles may be allowed to remove a mask or face covering if they are the only occupant and their work area is an adequate distance from other people. Ability to go without a face covering in cubicles must be discussed with and approved by Campus Facilities and should be included in the departmental/office reopening plan.
- Employees must be ready to wear/put on an acceptable face covering immediately if an individual unexpectedly comes within the current minimum required physical distance of their workspace.
- Employees should avoid touching their eyes, nose, or mouth when removing masks, and wash hands immediately before and after removal.
- 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 physical 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).
- Face coverings or PPE must be worn when academic programming requires students to engage in close contact simulations for instructional laboratories and to complete fieldwork.
- For on campus labs:
  - For students and employees participating in on-campus laboratory instruction where physical distancing is feasible and adhered to, the minimal requirement is an acceptable face covering.
  - Additional PPE may be required when students and employees are engaged in activities on campus that make it difficult or impossible to maintain adequate physical distancing. In these instances, additional PPE may consist of one of the following:
    - Face shield with acceptable mask.
    - Mask with attached shield.
- For off-site clinical work/fieldwork
  - Students and employees attending clinical work/externships must follow the rules and regulations of that agency in terms of PPE and hygiene and must 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.
- High-risk employee groups that may be provided additional PPE (i.e., masks, face shields, gloves, safety glasses, isolation gowns) may include customer-facing employees; employees who regularly interact with non-employees; staff performing cleaning and disinfection; and employees conducting health screenings or aiding a person who is suspected or confirmed to be infected with COVID-19. The Office of Environmental Health and Safety will work with staff who may require additional PPE.
- Guidance for gloves:
  - Individuals will be required wear gloves while handling food products for consumption by others.

- 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 (hand washing or hand sanitizer) after gloves are removed.
- Individuals that require the use of gloves for specific activities related to their job duties are to continue the normal protocol of use.
- Guidance for protective eyewear:
  - Individuals engage in activities that require them to come within the minimum required physical distance of another person may be required to wear protective eyewear (safety glasses, goggles, or face shields).
  - Staff performing cleaning and disinfection should wear eye protection when there is a potential for splash or splatter to the face.
- The College will continue to adhere to OSHA standards for personal protective equipment (PPE). 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.
- Common PPE that may be used to protect employees and others per OSHA standards include surgical/procedural masks, face shields, gloves, and glasses.
- The Office of Environmental Health and Safety will continue to work with staff who must follow OSHA standards for specific PPE.

### ***Cleaning and Disposal of PPE***

- Face coverings should be cleaned by the user or replaced after use or when damaged or soiled. They should be properly stored or discarded and should not be shared.
- The College will encourage everyone to follow CDC guidance for usage and cleaning, including washing and drying of face coverings
- 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.
- Additional details on cleaning and disposal of PPE can be found in [Attachment C: COVID-19 Protective Equipment Requirements](#).

### ***College Supply, Availability, and Training for Face Coverings and PPE***

- The College will have an adequate supply of face coverings, masks, and other required PPE on hand should any student or employee need a replacement.
- Face coverings will be available upon request; anyone needing a replacement should go to a Public Safety desk/booth for assistance.
- Individuals or Departments in need of replacements for other PPE should continue to work with the Office of Environmental Health and Safety.
- The College will procure, fashion, or otherwise obtain acceptable face coverings and PPE for employees and provide such coverings at no cost to the employee pursuant to [Executive Order 202.16](#), as amended. Such

employees include but are not limited to those who directly interact with students or members of the public while at work.

- The College will have sufficient inventory of PPE prior to resuming any on campus activities. Procurement 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 follow CDC recommendations under [Optimizing Personal Protective Equipment \(PPE\) Supplies](#) and follow CUNY Central Office requirements to maintain an adequate supply of face coverings, masks, and other required PPE on hand should an employee need a replacement.
- All supplies will be stored, tracked, and issued by the Office of Environmental Health and Safety.
- See [Attachment C: COVID-19 Protective Equipment Requirements](#) for further details.
- Academic programs that require students to engage in close contact simulations for instructional laboratories and to complete field work (i.e., Dental) requirements should follow CDC recommendations under [Optimizing Personal Protective Equipment \(PPE\) Supplies](#) and all applicable regulations. Procurement and distribution of PPE to ensure an adequate supply, and replacement when PPE becomes soiled or damaged, is the responsibility of the associated academic department.
- For Allied and Health Science clinical labs that involve close contact and hands-on activity, each program must have an approved plan describing additional PPE required for their students.
- 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 will be extended to students if the college or academic department is supplying PPE.
- Additional details on cleaning and disposal of PPE can be found in [Attachment C: COVID-19 Protective Equipment Requirements](#).

## B. Hygiene, Cleaning and Disinfection

The College will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and NYSDOH.

### **Hand Hygiene**

- The College will provide and maintain hand hygiene stations around the institution, as follows:
  - For [hand washing](#): soap, running warm water, disposable paper towels, and a lined garbage can.
    - 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.
  - 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 will be available throughout common areas, such as at the building entrances and exits, corridors, and elevator lobbies.
- 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).



## ***Cleaning and Disinfection***

- Cleaning and disinfecting supplies (such as wipes) will be available throughout the campus so that that commonly used, shared surfaces (e.g., keyboards, desks, copiers, and remote controls) can be wiped down before and after use. Additional receptacles may be placed around the institution for disposal of soiled items, including paper towels and PPE.
- Individuals will continue to be responsible for cleaning their personal work areas during the day. Cleaning and disinfecting supplies (such as wipes) will be provided for individual use, as feasible.
- The College, in consultation with the Office of Environmental Health and Safety, may select appropriate cleaning and disinfection supplies for shared and frequently touched surfaces. The College will encourage employees to use these supplies following manufacturer’s instructions for use before and after use of these surfaces, followed by hand hygiene.
- Designated staff or personnel, such as departmental College Laboratory Technicians (CLTs), who are responsible for maintenance of devices and equipment will continue to clean and disinfect these items, as Housekeeping staff cannot be held responsible for handling specialized equipment.
- If 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. If reusable keyboard 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.
- 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.
- 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).
- 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 current NYDOH guidance.
- Detailed cleaning and disinfection information is included under [Attachment D: Cleaning and Disinfection Plan](#).
- The College will maintain logs that include the date, time, and scope of cleaning and disinfection. The College will identify cleaning and disinfection frequency for each facility type and assign responsibility.
- The College will have sufficient inventory of cleaning and disinfection products prior to resuming any on campus activities. Procurement 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 follow CDC guidelines on [Cleaning and Disinfecting Your Facility](#) if someone is suspected or confirmed to have COVID-19, as outlined in [Attachment D: Cleaning and Disinfection Plan](#),

## C. Phased Reopening

### General

The College will assume a gradual expansion of activities on campus while ensuring compliance with sound public health practices where appropriate, including the use of heightened cleaning, staggered access, and physical distancing protocols. The College's Coronavirus Campus Coordinator is designated by the College as the campus safety monitor whose responsibilities include continuous compliance with all aspects of the campus reopening plan.

### Moving Between Phases

- 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 phased reopening of campus activities will allow students, faculty and staff to adjust to necessary changes, such as the implementation of new telework/telecommuting policies, flexible learning/grading policies, etc.
- Movement between phases will be condition-based and assessed through a periodic risk analysis and upon up-to-date information about the health of the CUNY community as reported in daily Campus Liaison reports and in consultation with State and local health officials.
- In addition to following a risk-based approach, the College will periodically evaluate the status of its restart to advise the Chancellery/COO's Office of its intent to safely proceed to the next phase of reopening. This will be contingent on health numbers continuing to improve/stay stable, supplies of PPE remaining available, and whether the safeguards the campus has implemented are effective at mitigating the inherent risks of the next phase of reopening.
- In progressing through each phase, the Chancellery/COO's Office and the Campus Reopening Committee will be responsive to local health conditions and continuously monitor and modify the reopening approach. The College will track progress during each phase to inform future transitions and will make every effort to limit disruptions to student learning during academic semesters.
- The Reopening [Phase-In Plan \(Attachment E\)](#) 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. The following factors, 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 and occupancy requirements.
    - Number of students and faculty present in each session.
    - Length of each session.
    - Nature of activities.
  - Reports and internal monitoring based on information from students, faculty, and staff (such as self-reporting through daily health screenings, or results from mandatory testing). (See [Part 2, Section III.A. Screening and Testing > Screening](#))

- Additional screening or tracing that may be required.
- Required trainings for faculty, staff and students prior to returning to campus, if mandated by CUNY or NYS guidance.
- Public health practices: face coverings, 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 communications 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 College will require the development of individualized plans for each course/program, activity, and physical area prior to resuming on campus activities. 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 phase, to help assess capacity and best practices as the College gradually reopens.
- Prior to commencing reopening, the College will establish plans for enforcement of public health measures including but not limited to:
  - Required face coverings
  - Physical distancing between building occupants
  - Scheduled work shifts
  - Self-checks and testing
  - Cleaning and disinfecting

### **Operations During Phases**

- Members of the campus community will not be required or permitted to return to campus if the Campus Reopening Plan, as approved by the Chancellery/COO’s Office, determines that particular sets of activities can and should continue to be accomplished remotely.
- On-campus activities in the present phase will be shut down quickly if a return to an earlier phase is required. Should public health conditions change for the worse in any phase, activities will be ramped down accordingly.
- Throughout any phased return to campus, the College will enforce strict physical distancing, use of PPE, and cleaning protocols.
- 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 may monitor and intervene to address noncompliance.
- For employees (staff and faculty):
  - First and second instances will receive verbal instruction on the applicable guideline and may result in reports to supervisors by public safety staff.
  - A third instance may also include a report to the Campus Coordinator to determine whether to restrict the employee’s access to campus.
- For students:
  - Multiple infractions by students will use existing protocols for handling student disciplinary issues.

- See also 'Covid-19 Student Conduct Protocol' on CUNY's [Guidance on Academic Continuity to campuses](#) page.
- The College will provide reasonable accommodations to students, faculty, and staff who have a medical condition or other risk factor, as detailed on CUNY's information on [Reasonable Accommodations and Academic Adjustments page](#).
- Students in need of accommodations should contact the [Accessibility Resource Center \(ARC\)](#).
- Employees who are seeking an accommodation should contact [Human Resources](#), as per CUNY's [COVID-19 and Employee Accommodations](#) page.
- CUNY will carefully review all requests on a case-by-case basis in accordance with applicable federal, state and local law.

## D. Communications Plan

The College will develop a communications plan for students, parents or legal guardians, employees and visitors that includes applicable instructions, training, signage, and a consistent means to provide individuals with updated information. The Chancellery and the Office of the Executive Vice Chancellor and University Provost will continue to communicate CUNY-wide information and policy via [CUNY's Coronavirus Update page](#), while the College will communicate information specific to its community.

- The College will engage with 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](#) for details.
- Campus reopening plans will be communicated to CUNY stakeholders, particularly students, faculty and staff, before each phase 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 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 Communications Director will coordinate COVID-19 related communications through established channels. In addition to working with the Coronavirus Campus 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 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: Communications Plan](#) for details.
- The College will adopt a communications approach that emphasizes transparency and is customized to the campus:
  - The College will 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).
  - The College will communicate to faculty and staff any required training to help them adjust to new campus behaviors.
  - The College will communicate plans for reopening and drive adherence to new protocols within those plans.
  - The College will establish formal and informal routes of communication for employees to express concerns, questions, comments, and feedback.
  - 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 adequate physical distancing cannot be maintained, through verbal communication and signage.
  - The Campus Coordinator and Liaison will work with the Campus Reopening Committee and the Chancellery/COO's Office to communicate information about the health of the campus community, such as the information compiled from daily health screenings or COVID-19 testing (including data on positive cases) as required by CUNY or NYSDOH guidelines. This is in addition to addressing required reporting (see [Part 2, Section III.A. Screening and Testing > Screening](#)).
  - The Campus Reopening Committee will be responsible for answering questions from students and faculty regarding the COVID-19 health emergency and plans put forward by the institution.
    - The Campus Reopening Committee will work closely with the Chancellery/COO's Office to monitor health conditions and jointly develop monitoring strategies.

- The Campus Reopening Committee 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 [Attachment B: Signage Plan](#) and a separate 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, physical 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. For more information on signage see [Part 2, Section I.A. Physical Distancing](#) and [Part 2, Section I.B. Gatherings in Enclosed Spaces > 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 the campus reopening plan. 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 by submitting a request to [CampusVisit@hostos.cuny.edu](mailto:CampusVisit@hostos.cuny.edu). 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 [Part 2, Section III.A. Screening and Testing > Screening](#) (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 [Appendix G: Reopening Communications Plan](#) for additional details.

### III. PROCESSES

#### A. Screening, Testing, and Vaccinations (Updated 09/21)

Hostos Community College's designated Coronavirus Campus Coordinator (see [Attachment I: Campus Reopening Committee](#)) will act as the central point of contact, and their responsibilities include continuous compliance with all aspects of the campus reopening plan. The Campus Coordinator may delegate responsibilities depending upon activity, location, shift or day. The Campus Coordinator is responsible for receiving (from the Coronavirus Campus Liaison or other health care personnel), and attesting to having reviewed, all screening reports or other campus data (such as test results) required by CUNY or NYSDOH guidelines. The Campus Liaison is the party who will receive, compile and report COVID-19

exposures; this information may be collected via the submission of the NYS Daily Health screening Template (described below under [Screening](#) and in [Attachment H: Screening Plan](#)), via campus screeners, COVID-19 testing, or other processes and protocols established by CUNY or the NYSDOH.

All City University of New York (CUNY) students must be fully vaccinated to attend in-person classes in Fall 2021. CUNY and the College strongly encourages all faculty members, staff, and visitors as well as remote-instruction students to get vaccinated for COVID-19. As more members of the CUNY community get vaccinated, the safer and more productive the Fall 2021 semester will be.

## ***Returning to Campus***

The following protocols are to be established and publicized prior to the approved return of students, faculty and staff to the 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 on campus if they are sick, and must notify CUNY officials (e.g., the Coronavirus Campus Liaison) 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 or their designee.
- 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.
- CUNY guidance may require the quarantine of students or employees after travel (domestic and international), per current CDC and [NYSDOH guidance](#). The College will implement [CUNY quarantine requirements](#) and update protocols if directed by CUNY Central Office.
- **Updated 09/21:** Hostos continues to require that unvaccinated individuals enter quarantine in the event of possible exposure. Fully vaccinated individuals do not need to quarantine after exposure, but will not be allowed on campus until after receiving a negative test. Isolation is required for all individuals when diagnosed with COVID-19.
  - A fully vaccinated person who (i) has had close contact with someone with COVID-19 and (ii) shows no symptoms of COVID-19, should get tested 3-5 days after their exposure AND not report to in-person work or class until they receive a negative test result or medical clearance to return.
  - An unvaccinated person who has had close contact with someone with COVID-19, regardless of whether they have symptoms or not, should quarantine for 10 days.
  - In general, an individual should isolate for at least 10 days after a positive test. Isolation should be longer if symptoms are present - at least 24 hours after no fever without fever-reducing medication and all symptoms are improving.



## **Screening and Verification of Vaccination or Negative COVID-19 Tests (Updated 09/21)**

All students, faculty, staff, and visitors will be required to go through pre-visit and entrance protocols or screening. Protocols may include daily health screenings, proof of vaccination, COVID-19 testing, or a combination.

The College will follow all pre-visit and entrance protocols or screening procedures implemented at CUNY and outlined in the guidance, including instructions to employees on when to return home and when to return to work.

Pre-visit and entrance protocols described here and in [Attachment H: Screening Plan](#) will be applied according to CUNY and NYSDOH guidelines.

### **Daily health screenings**

Daily health screenings are based on self-reporting of symptoms, test results, and risk factors (e.g., exposure to someone with COVID-19 symptoms, certain types of travel, etc.)

Based on CDC guidance, CUNY may stop entry screening (Everbridge self-reporting) and rely on individuals to stay home when they are sick. *Beginning August 2021, CUNY will end use of Everbridge daily health screenings and switch to requiring proof of vaccination or a negative COVID-19 test.*

#### ***When daily health screenings are in effect as a pre-visit/entrance protocol:***

- The College will implement mandatory regular NYS health screening of employees, students and, where practicable, scheduled visitors. Such screening will not be mandated for [delivery personnel](#).
  - All employees, students, and visitors coming on campus must be screened on a daily basis.
- Screenings must identify individuals who should be further tested and prevent employees from intermingling in close contact with each other prior to completion of the screening. Health screenings will be consistent with 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 information on [Symptoms of COVID-19](#) for the most up-to-date information on symptoms associated with COVID-19.)
- All students, faculty, staff, and visitors are required to complete an [Everbridge Health Screening](#) and must show that they have received an “Access Approved” token before they are allowed to enter a campus facility for that day. These screening will be conducted remotely via an online link before the individual arrives on campus or at work (at or near the beginning of each work or school day), to the extent possible.
  - The College must utilize the Everbridge Health screening app to deliver the NYS health screening template questions. Data from the screenings managed through Everbridge will be gathered similarly to the data gathering process used by CUNY Coronavirus Campus Liaisons.
  - The information from the screening template will need to enable contact tracing and should allow the campus to provide the individual with resources on health care and testing, if applicable.
  - Data will be reviewed as necessary by the Chancellery/COO’s Office and Campus Reopening Committee, with local and state health officials, and will ensure campus and Central decision-makers can calibrate reopening/reclosing plans based on the health status of the CUNY community. The college will follow state



guidance to mitigate spread if the campus infection rate meets the established threshold (see [\[Attachment F: Ramp Down / Reclosing Plan.\]](#)).

- The data gathered from the screening will be reviewed by CUNY Legal for compliance with the relevant provisions of the Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA).
- If an individual answers “yes” to any screening questions, the individual is instructed to return home (or stay home, in the case of a remote screening process). 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 Liaison will immediately notify the Coronavirus Campus 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 CUNY 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 process 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 [Part 2, Section I.C. Operational Activity > Operational Considerations for Reclosing in the Event of an Outbreak](#)).
- The College, 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 Everbridge health screening process, 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 [New York State COVID-19 Return to Work Guidance](#) requires 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 the College implements 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 must be designated and must be a supervisory-level employee or a health care professional, as per [New York State COVID-19 Return To Work Guidance](#). (NYS higher education guidelines allow the training to be done by employer-identified individuals who are familiar with CDC, NYSDOH, and OSHA protocols.) Screeners will be trained using a NYS-provided training video.
  - On-site screeners will be provided with and use PPE. PPE for screeners will include an acceptable face covering or mask and a single pair of disposable gloves at a minimum, and may include a gown, and/or a face shield.

- Screeners will collect basic information from all employees on a daily basis. 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 CUNY SVC for Institutional Affairs and the Campus Coordinator.
- 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.
- The College will develop a way to identify individuals who have completed a screening for the day.
- The College will screen individuals at or near building entrance to identify potentially symptomatic visitors.

### ***Verification of Vaccination or Negative COVID-19 Tests***

Beginning August 2021, proof of vaccination or a negative COVID-19 test will be required to enter all CUNY campuses. CUNY will stop use of daily health screenings, following CDC guidance.

**Updated 09/21:** Students who plan to return to campus in the fall are **required** to be vaccinated. Student participation in on-campus activities will require proof of vaccination. Only medical or religious exemptions will be accepted.

#### ***When proof of vaccination or COVID-19 testing are in effect as pre-visit/entrance protocols:***

- Every person who wishes to enter the campus must show or submit proof that they are fully vaccinated or have had a recent negative COVID-19 test. This requirement (beginning no later than August 25, 2021, and following CUNY protocol) may replace or be implemented in addition to completing a health screening and temperature check.
- **Updated 09/21:** All CUNY students must be fully vaccinated to attend in-person or hybrid classes or to come on campus in Fall 2021, as per [CUNY guidelines](#).
  - Exceptions may be made for religious and medical exemptions, as required by law. All student requests must be submitted through a declination form to the campus Location Vaccine Authority (LVA) and are subject to review and approval.
- **Updated 09/21:** Faculty and staff who do not show/submit proof they are fully vaccinated will be required to provide proof of a recent negative COVID-19 test, as described under [Part 2, Section III.A. Screening > Testing](#).
- All students, faculty, staff, and visitors coming to campus may be required to utilize the New York State [Excelsior Pass](#) to confirm proof of a COVID-19 vaccination or a negative result from a recent COVID-19 test. Individuals who do not or cannot use the Excelsior Pass (such as those vaccinated outside of New York State) will be asked to confirm proof of vaccination or a recent negative COVID-19 test result using other means.
- Faculty, staff, and students who have tested positive for COVID-19 will not be required to test for 90 days. They will resume the required COVID-19 testing frequency after that period and must share proof of a negative test within that time period or note from a medical doctor.
- **New 09/21:** Visitors who are on campus for 30 minutes or less per visit do not have to comply with any COVID-19 vaccination or surveillance testing requirements applicable to CUNY staff unless the visitor expects during that time to be less than 6 feet distant of another person for a total of 15 minutes or more.

- **New 09/21:** Visitors under the age of 12 do not have to comply with any COVID-19 vaccination or surveillance testing requirements unless they are enrolled in programs, but are subject to mask requirements. See [Attachment H: Screening Plan](#) for a chart that provides further detail.

## Testing

- Any individual visiting the College who does not share proof of vaccination will be presumed unvaccinated. Those individuals must show a negative COVID-19 test taken no more than seven (7) days prior to the campus visit. This includes:
  - Students not taking in-person classes (and not subject to the vaccination requirement) who need access to a campus area or office and do not share proof that they are vaccinated.
  - Faculty, staff, and visitors who do not share proof that they are vaccinated.
- Anyone who arrives at the campus without a negative COVID-19 test or proof of vaccination will be denied entry and informed of the testing requirement.
- Testing protocol is subject to guidance from CUNY Central Office.
  - Unvaccinated or partially vaccinated people who are subject to required COVID-19 testing may undergo regular, weekly testing (referred to in public health as “[screening testing](#)”) as determined by CUNY.
  - The College reserves the right to mandate random coronavirus testing for all individuals regularly on campus, whether vaccinated or not (referred to in public health as “[surveillance testing](#)”). The frequency of such testing will depend upon the COVID-19 positivity rate, among other factors.
- Details about testing guidelines and available COVID-19 testing, such as CUNY-provided testing or priority testing sites for CUNY community members, will be communicated to the college community through the website and/or other channels as needed.
- Students, employees, and staff who may not be tested under current/active CUNY protocols are encouraged to utilize New York City’s free COVID-19 testing centers. For more information, see the [NYC.gov COVID-19 Testing page](#).

## B. Tracing, Tracking, and Isolation

### Tracing & Tracking (Updated 09/21)

- 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.
- 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. Confidentiality must be maintained as required by federal and state law and regulations. The College will cooperate with state and local health department contact tracing, isolation, and quarantine efforts.
- If someone believes they may have COVID-19, are sick and being tested for COVID-19, or have 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 the Coronavirus Campus Liaison or their designee.
- If an individual tests positive for COVID-19, the Campus Liaison will immediately notify the Coronavirus Campus Coordinator. The Campus Coordinator will ensure that the State and local health Departments are immediately notified about the case and will also notify the CUNY SVC for Institutional Affairs and Chancellery/COO's Office.
- 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. Outreach will occur to notify close contacts that they are required to self-quarantine. The NYS Department of Health considers a *close contact* to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated. (See [NYSDOH guidance for employees returning to work](#).)
- 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. [CDC-issued guidance on how to manage reporting](#) will be followed.
- State and local health Departments will implement monitoring and movement restrictions of infected or exposed persons including home isolation or quarantine.
- If feasible, the College may partner with local health Departments to train staff and students to undertake contact tracing efforts for on-campus populations.
- 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.
  - **Updated 09/21:** Hostos continues to require that unvaccinated individuals enter quarantine in the event of possible exposure. Fully vaccinated individuals do not need to quarantine after exposure, but will not be allowed on campus until after receiving a negative test. Isolation is required for all individuals when diagnosed with COVID-19.
    - A fully vaccinated person who (i) has had close contact with someone with COVID-19 and (ii) shows no symptoms of COVID-19, should get tested 3-5 days after their exposure AND not report to in-person work or class until they receive a negative test result or medical clearance to return.
    - An unvaccinated person who has had close contact with someone with COVID-19, regardless of whether they have symptoms or not, should quarantine for 10 days.
    - In general, an individual should isolate for at least 10 days after a positive test. Isolation should be longer if symptoms are present - at least 24 hours after no fever without fever-reducing medication and all symptoms are improving.
  - [If an employee must quarantine according to CUNY requirements](#), they can return to work after 10 days with a negative test result or, if a negative result cannot be achieved, then appropriate medical clearance to return to work. This documentation must be dated no earlier than 3 days prior to the anticipated return to work date. This requirement applies to all quarantines currently in effect, including symptoms, positive test, exposure, and [travel \(both domestic and international\)](#).
- **Updated 09/21:** In addition to protocols for communicating with students, faculty, staff, or others who have come into close/sustained contact with confirmed cases, the College may establish protocols for

communicating directly and immediately with the campus community regarding cases and how the campus responded, as approved by CUNY Central Office.

### ***Isolate and Transport Those Who are Sick***

- The College will immediately separate faculty, staff, and students with [symptoms of COVID-19](#) (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 on [What to Do If You Are Sick](#).
- The College has the ability to isolate any individual anywhere on campus when necessary.
- The person will be asked to stay where they are and wait for someone to respond. Portable toilets, cots, and an isolation kit for the door have been acquired to facilitate this.
- The space will be labeled with “Restricted Area” or “Authorized Personnel Only” signs once designated as a temporary waiting room. General signs will be used to protect the privacy of that person.
- If necessary, the College will call an ambulance or may otherwise transport an individual to the hospital.
- An individual being isolated will be held in the designated location until first responders (e.g., paramedics/EMTs or an ambulatory service) arrive to transport them to a medical facility.
- College personnel will alert first responders or medical personnel that the person may have COVID-19.
- 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).
- Employees [required to quarantine](#) can return to work after 10 days with a negative test result or, if a negative result cannot be achieved, then appropriate medical clearance to return to work. This documentation must be dated no earlier than 3 days prior to the anticipated return to work date. This requirement applies to all quarantines currently in effect, including symptoms, positive test, exposure, and [travel \(both domestic and international\)](#).

### ***Notify Health Officials and Close Contacts***

- The Campus Coordinator will ensure that the State and local health Departments are immediately notified about the case, and will also notify the CUNY SVC for Institutional Affairs, Campus Reopening Committee, and Chancellery/COO’s Office.
- In accordance with applicable federal, state and local laws and regulations, the Coronavirus Campus Liaison will immediately notify the Coronavirus Campus Coordinator and CUNY SVC for Institutional Affairs if an individual tests positive for COVID-19. The Campus Coordinator must ensure that the State and local health Departments are immediately notified about the case, in addition to the Chancellery/COO’s Office.
- Through the New York State Contact Tracing Program, the College will inform those who have had [close contact](#) with a person diagnosed with COVID-19 to stay home, [self-monitor for symptoms](#), and follow [CDC guidance](#) if symptoms develop.
- The Campus Liaison will work with the Campus Reopening Committee and the Chancellery/COO’s Office to prepare communications to notify, faculty, staff, and students immediately of any case of COVID-19 on campus while maintaining confidentiality in accordance with the [Americans with Disabilities Act \(ADA\)](#), FERPA, and other applicable laws and regulations.

- If someone in the campus community informs the College that they tested positive for COVID-19, the College must report the case to the State health department and other agencies, regardless of whether that person has not been on site.
- **Updated 09/21:** In addition to contact tracing efforts and depending on CUNY protocols, the College may communicate to the Campus Reopening Committee and campus at large on instances where someone who tests positive for COVID-19 has been on campus.
  - **NEW 09/21:** As of August 25, 2021, CUNY publishes safety metrics through its [COVID-19 Safety Tracker](#). Results are listed by campus/facility and include data from its testing pool (including unvaccinated faculty, staff, and students coming on campus) and self-reported positive cases (results from outside of the University's program/sites). Note that confirmed cases on campus are no longer broadcast through Collegewide emails.
  - **Updated 09/21:** If the New York State School COVID Report Card is in use, cases where the individual was not on campus are not communicated but will appear on the College's [COVID-19 Report Card](#) page. (Note: As of August 2021, this dashboard is no longer updated by New York State.)
- The Coronavirus Campus Liaison will provide information on the health of the campus community to the CUNY SVC for Institutional Affairs and Campus Reopening Committee, which can then prepare communications as needed. The Campus Reopening Committee will be responsible for answering questions from students and faculty regarding the COVID- 19 health emergency and plans put forward by the institution.
- The Campus Reopening Committee will work closely with the Chancellery/COO's Office to monitor health conditions and jointly develop monitoring strategies.
- The Campus Reopening Committee will also work closely with the Chancellery/COO's Office to coordinate with local health Departments, as needed, and other higher education institutions

## **Enhanced Cleaning**

- Once the Coronavirus Campus Coordinator determines that a campus occupant has tested positive for COVID-19, the Campus 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.
- 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 reoccupancy guidance.
- 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. In accordance with the minimum requirements in the [CUNY Reopening Guidelines](#), this plan 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 the campus plan (and required revisions) to the Chancellery/COO’s Office. The Chancellery/COO’s Office will directly contact the College regarding approval of the submitted plan.
- The College will conspicuously post completed campus reopening plans for employees and students to access.
- Per the New York State Reopening Guidelines for Higher Education, the College has submitted an affirmation that the higher education guidelines have been read and are understood.
- See [Attachment J: Affirmation](#) for a copy of the submitted affirmation form.
- The NYS Guidance, while embodied in this plan, can be found at:  
[https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Higher\\_Education\\_Detailed\\_Guidelines.pdf](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Higher_Education_Detailed_Guidelines.pdf)
- Additional safety information, guidelines, and resources available from the below sources will be reviewed for up-to-date information:
  - CUNY Coronavirus Information: <https://www.cuny.edu/coronavirus/>
  - NYC Department of Health COVID-19 page <https://www1.nyc.gov/site/doh/covid/covid-19-main.page>
  - NYSDOH Novel Coronavirus website: <https://coronavirus.health.ny.gov/>
  - NY Forward Industry Guidance – Higher Education: <https://forward.ny.gov/education-child-care-camps-industry-guidance#higher-education>
  - 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>



## ATTACHMENTS LIST

As the College closely monitors the implementation of each phase, modifications to the attachments (primarily) may be made to accommodate the academic programs, faculty, staff and other activities, and to increase efficiency and feasibility of the reopening plan 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: Communications Plan](#)

[Attachment H: Screening Plan](#)

[Attachment I: Campus Reopening Committee](#)

[Attachment J: Affirmation Form](#)



## ATTACHMENT A: PHYSICAL DISTANCING PLAN

Hostos Community College is using a combination of factors to calculate acceptable physical distancing in college facilities. Prior to developing plans, Campus Facilities (a functional area which includes the Office of Environmental Health and Safety, Campus Operations, and Campus Planning & Development) surveyed facilities and assessed how many people could occupy a space at one time given the configuration, furnishing, and circulation of the space. The revised occupancy information that results will allow individuals to follow physical distancing requirements and is determined through two preferred methods: square footage per person and floor plan layouts.

- Using square footage, a simple calculation will be conducted that uses a square-foot-per-person measurement. The measurement used must allow for physical distancing as outlined by the [CDC](#) and [NYSDOH](#); this distance is currently 6 feet between people.
- Using floor plan layouts, Campus Facilities will review floor plans for all instructional, circulation, and support spaces. Campus Facilities will consider each room's normal occupancy limit, plus its typical use and how people expect to move through that space.

Occupancy will also consider normal staffing levels and additional health and safety considerations.

Departmental/office reopening plans must satisfy these metrics before being approved by the Coronavirus Campus Coordinator. To assist areas as they develop staggered work plans to bring staff back to work on campus, floor plans may be provided indicating the maximum occupancy within any individual office space or service area. A sample from the Savoy Building appears [later in this section](#).

In addition to calculation of occupancy, other preventative measures will be applied. Based on the survey of spaces done by Campus Facilities, sneeze guards were installed at all reception windows and decals have been applied to the floors to help maintain adequate physical distance where lines may form or in hallways. Signage is also employed (see [Attachment B: Signage Plan](#)) to remind people that they must maintain adequate physical distance from other people, to emphasize that face coverings/masks must be worn, and to advise people of the maximum occupancy in a room.

### Physical Distancing and Space Occupancy in Phase 1

In Phase 1 (starting August 26, 2020), a factor of 113 square feet has been used to calculate occupancy. The actual number of staff permitted on any one day is kept below 25% of maximum normal occupancy. Because of space limitations, the College continued to offer a majority of classes online, with a few exceptions.

During Fall 2020, Allied Health courses requiring hands-on training in specially designed and equipped labs were taught on campus. Dental Hygiene, Radiologic Technology, and Nursing worked closely with Campus Facilities to develop plans to ensure physical distancing in their labs. In the case of Nursing, where instruction is both in the nursing lab and in smart classrooms, faculty split classes into small groups which could be accommodated in smart classrooms and faculty floated between groups to provide instruction. In this way, Hostos was able to hold 53 sections of in-person Allied Health labs during that first semester.

During Spring 2021, these Allied Health courses continued on site with the same measures in place. In addition, the Humanities Department also offered some limited on-campus instruction for courses and programs where a physical presence is necessary to an effective student learning experience.

## **Physical Distancing and Space Occupancy in Phase 2**

Starting in Phase 2 (starting August 2, 2021), a factor of 30 square feet and a continuation of 6 feet physical distancing are being used to calculate occupancy. The actual number of staff permitted on any one day is kept below 50% of maximum normal occupancy. The increased occupancy in Phase 2 allows the College to increase activity on campus, though there will continue to be measures that limit the number of people on site at one time which include scheduled appointments; a mix of in-person, hybrid, and online instruction; and departmental/office work schedules that combine remote and on-site work.

It is ultimately up to employees in each department, unit, and office at the College to put together their own plan for Phase 2, though departmental reopening plans that are approved will need to describe an approach to Fall 2021 operations that complies with the limitations under Phase 2 of the Campus Reopening Plan while continuing to meet our students' needs.

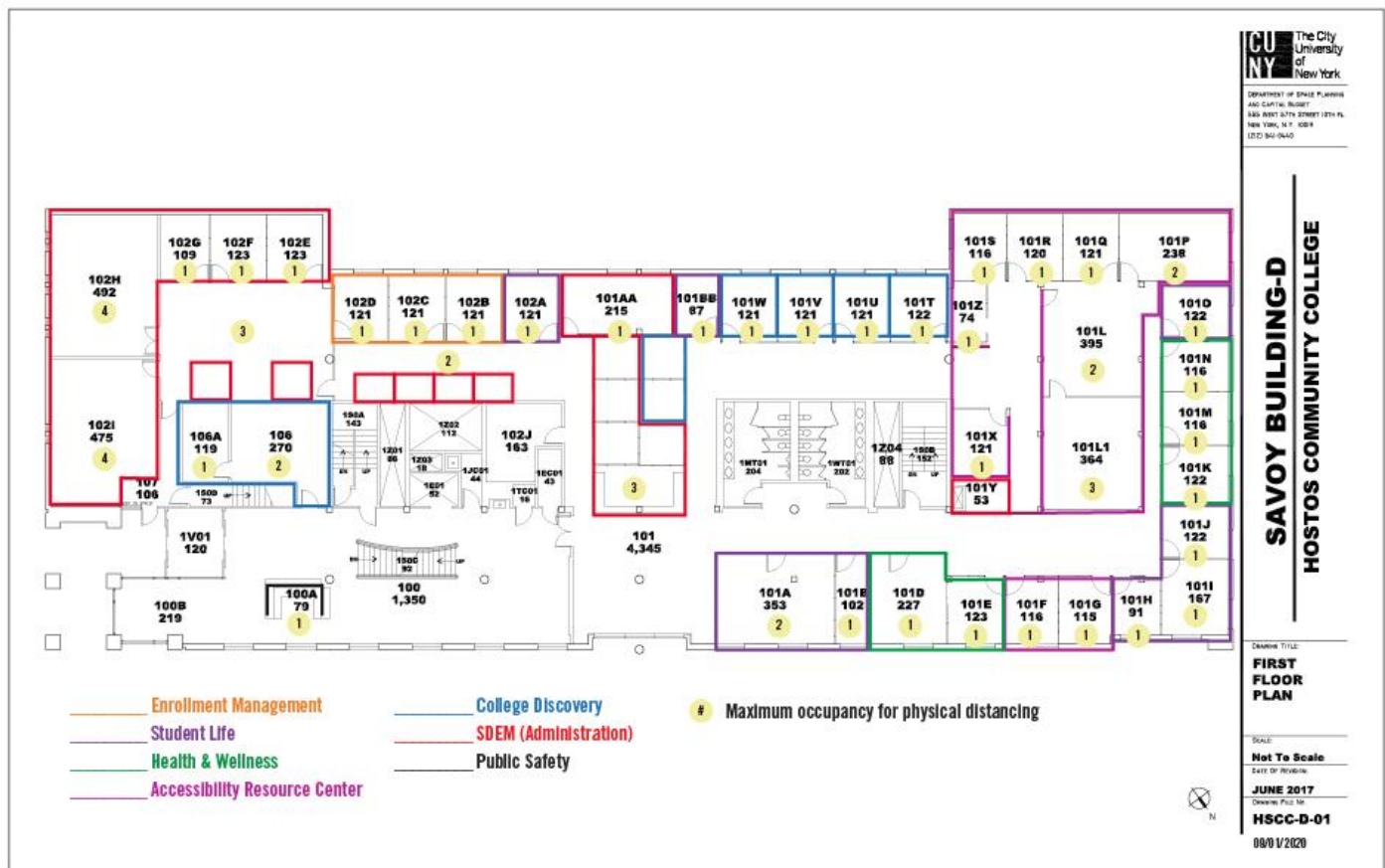
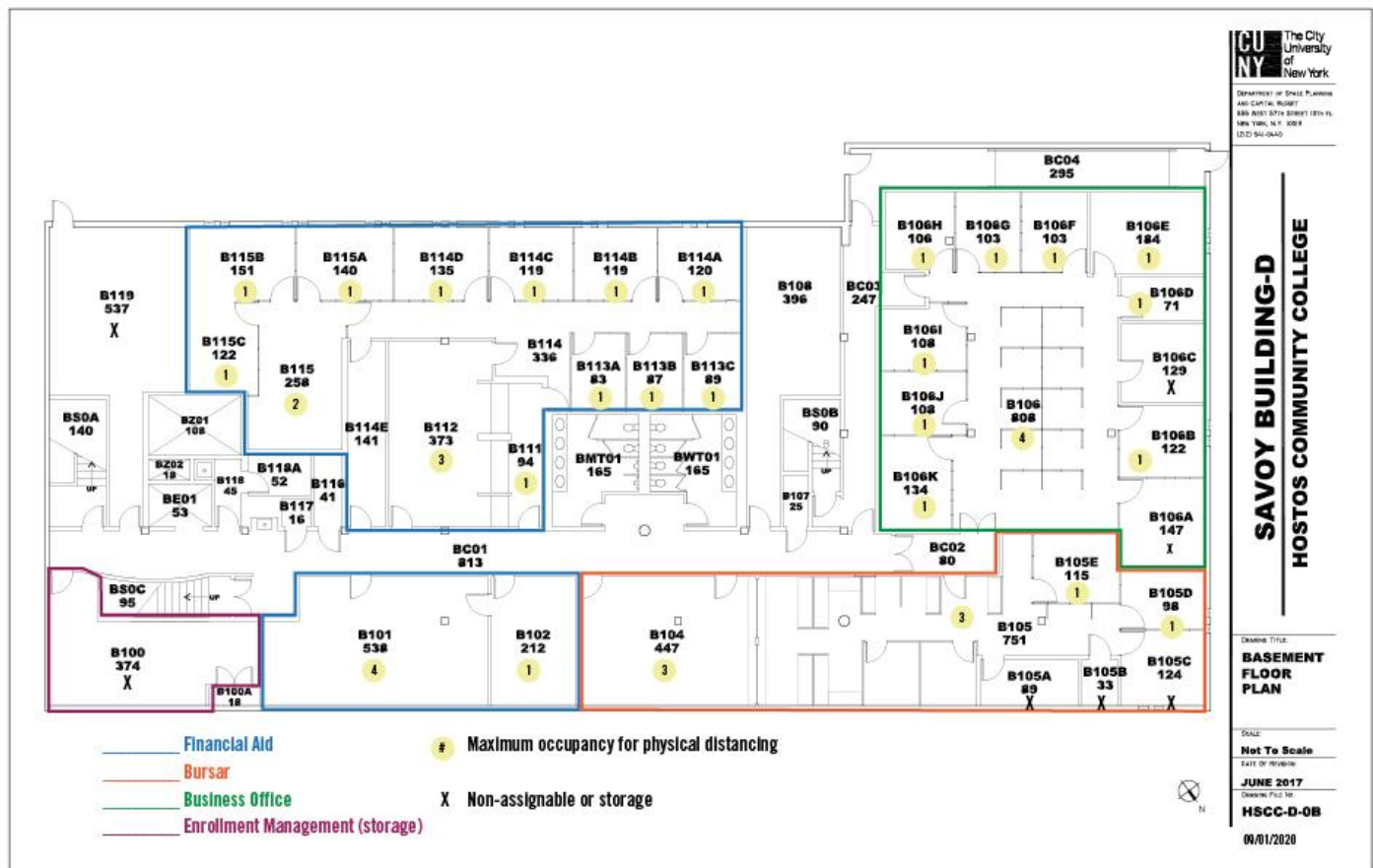
Specifically, each area has been asked to account for the following in their reopening plans:

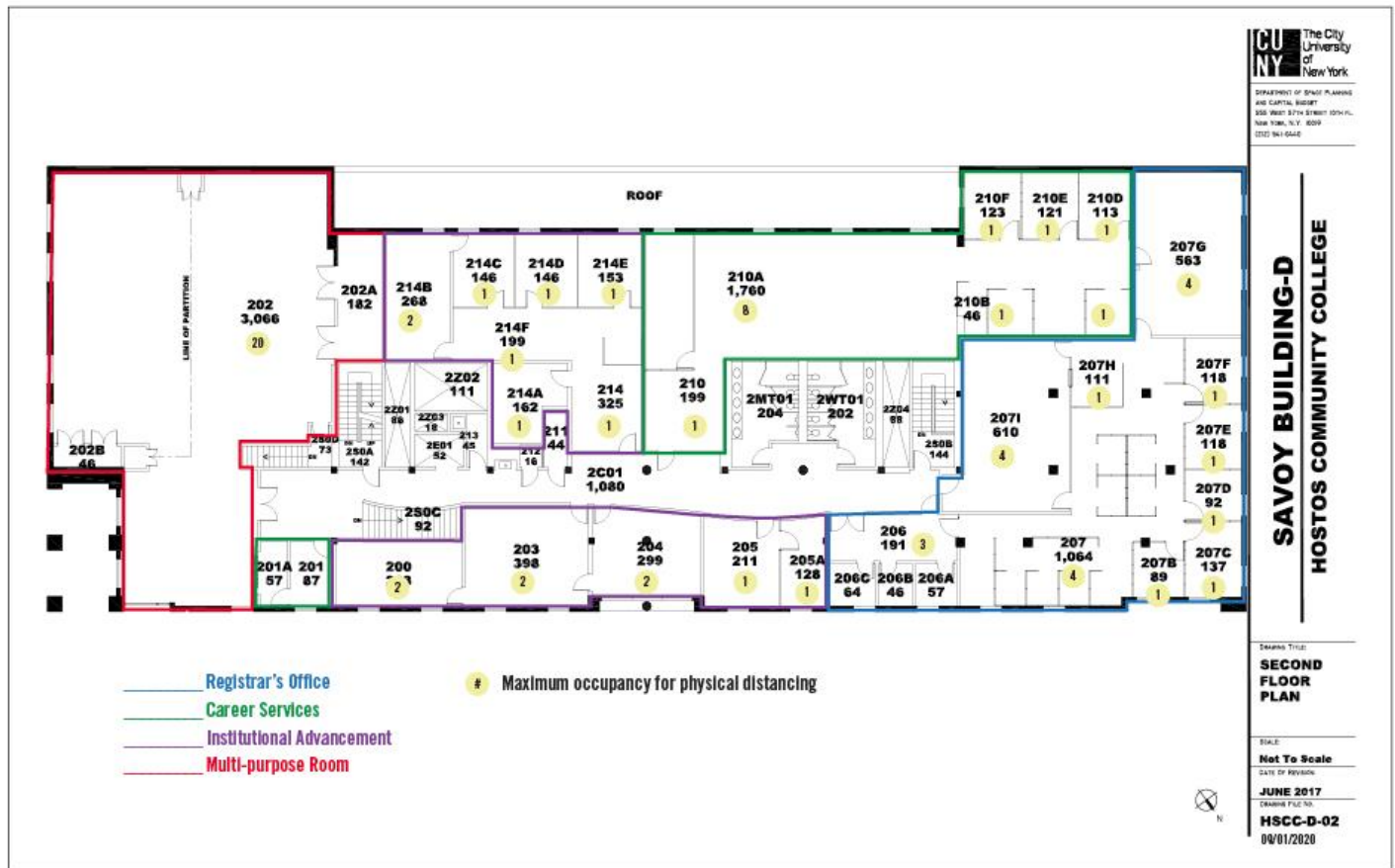
- A Fall 2021 schedule of on-site hours of operation, with:
  - The number of personnel on campus each day.
  - Titles/roles of people on-site each day.
- What needs on-site staff/faculty will address face-to-face.
- How the area will manage the total number of people present at one time, especially if student-facing.
- How the area will continue to operate remotely and limit the number of people who come on campus, especially if student-facing.

Departmental/office reopening plans for Phase 2 will be approved only following CUNY Central Office approval of the Campus Reopening Plan.

## **Sample Floor Plan and Staffing Information**

An example of occupancy floor diagrams and staffing information used to determine maximum occupancy in an office or service area—specifically for the Savoy Building—appears below:





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

## Preparing for Future Reductions in Physical Distancing Requirements (6 feet to 3 feet)

The campus reopening plan and CUNY reopening guidelines are based on current guidance from the Centers for Disease Control and Prevention (CDC) and NYS Department of Health (NYSDOH). As more of the population is vaccinated for COVID-19 and the focus shifts to getting greater numbers of people back to work and school, CDC and State guidance may change rapidly.

Therefore, while Hostos has prepared a revised reopening plan based on current 6-foot guidelines, we must also be prepared for guidance that will allow for additional capacity by reducing the physical distancing (“social distancing”) requirement. While we may explicitly state preparations for possible 3-foot guidelines in this reopening plan, we note that future changes to physical distancing guidelines may be to more *or* less than 3 feet as well.

Whether physical distancing requirements remain at 6 feet or shift to 3 feet, Hostos Community College encourages everyone able to get vaccinated to do so, whether or not it is required by an employer or school. Increased vaccination rates in our campus community and in the South Bronx will reduce risk of infection for everyone. Additionally, it allows the College to reengage more fully on campus, where we can serve our students and community as is consistent with [our College’s mission](#).

## Operational Considerations at Reduced Physical Distancing Requirements

Recommendations from the [CDC](#) and [NYSDOH](#) (as of June 2021) state that individuals should maintain at least 6 feet of distance between themselves and others unless fully vaccinated. ([Updated CDC guidance for fully vaccinated people](#) states that fully vaccinated people do not need to stay 6 feet apart to protect themselves and others, though they can be required by laws, regulations, or other guidance.)

CUNY reopening guidance is based on that physical distancing requirement as well as occupancy limits that allow individuals to maintain that recommended distance. To maintain at least 6 feet of physical distance, on site capacity is currently limited to 50% occupancy of any given space. *However, if requirements are reduced to maintaining 3 feet of physical distance, on-site capacity may increase to as much as 100% occupancy in any given space as permitted under New York State guidance.*

With increased building occupancy the College will need to address changes to the logistical and spatial requirements currently geared to physical distancing at 6 feet. In the event that physical distancing requirements are reduced, we note the following impact on the campus reopening plan:

### **Masking:**

*Current distancing (6 feet):* New York State requirements state, “Any time individuals come within six feet of another person who does not reside in the same residence, acceptable face coverings must be worn). Individuals must be prepared to put on a face covering if another person unexpectedly comes within six feet.” (See [Part 2, Section I.A. Physical Distancing > Distancing and Masks/Face coverings](#).)

*Future reduced distancing:* Acceptable face coverings will continue as a requirement, regardless of whether distancing guidelines are relaxed.

**Occupancy:**

*Current distancing (6 feet):* The CUNY Guidelines for Safe Campus Reopening suggests the college can establish occupancy limits based on square footage per person or by using floorplans to establish a six-foot radius around every workstation, classroom desk, seat, sink, etc. (See [Part 2, Section I.A. Physical Distancing > Limit Occupancy and Congestion.](#))

*Future reduced distancing:* If distancing requirements are relaxed, the college will reestablish occupancy limits by either reducing the required square footage per person or updating floor plans to reflect the smaller required radius for each location. An example of occupancy diagrams and staffing information used to determine maximum occupancy in an office or service area appears at the end of this section.

**Reconfiguring Furniture:**

*Current distancing (6 feet):* Current guidelines suggest that colleges reconfigure workstations, such as removing and/or blocking off seats, desks, sinks, etc. to ensure adequate distancing. (See [Part 2, Section I.A. Physical Distancing > Reconfigured Floor Plans.](#))

*Future reduced distancing:* If distancing rules are relaxed, the College may reconfigure furniture to allow for smaller distances between occupants.

**Demarcating Safe Distance:**

*Current distancing (6 feet):* Current guidelines suggest that colleges demarcate safe distances, such as marking six feet of distance around workstations and marking safe distances for areas where people gather, such as standing in line. (See [Part 2, Section I.A. Physical Distancing > Limit Occupancy and Congestion.](#) )

*Future reduced distancing:* If distancing requirements are relaxed, demarcations will be reestablished with shorter distances between markings.

**Universal Signage:**

*Current distancing (6 feet):* NYS Guidelines require that signage must be used to remind individuals to adhere to physical distancing requirements. (See [Part 2, Section I.A. Physical Distancing > Signage.](#))

*Future reduced distancing:* If distancing requirements are relaxed, universal signage will need to be updated to reflect new distancing requirements.

**Elevators:**

*Current distancing (6 feet):* CUNY's Guidelines for Safe Campus Reopening state, "If the elevator must be used, limit to one person per elevator car, if possible. If more than one person must use the elevator at the same time, stand in opposite corners and face away from each other. A maximum of four people can use an elevator car at one time if each is standing in a corner." In addition, NYS Guidelines require that even with face masks in use, occupancy in small spaces (such as elevators) must not exceed 50% capacity of the space. (See [Part 2, Section I.A. Physical Distancing > Limit Occupancy and Congestion.](#))

*Future reduced distancing:* If distancing requirements are relaxed, the College will determine if the shorter distances would allow for more than 4 individuals on an elevator at one time. If shorter distancing allows for more individuals to



occupy an elevator at one time, the college must ensure that the distancing occupancy does not exceed 50% as currently dictated for small spaces.

**Training:**

*Current distancing (6 feet):* Guidelines require that staff, students, and faculty watch training videos prior to returning to campus when mandated by CUNY or NYS. (See [Part 2, Section I.C. Operational Activity > General Considerations](#).)

*Future reduced distancing:* If distancing requirements are relaxed, training materials may need to be updated to reflect new distancing requirements.

**Agreements:**

*Current distancing (6 feet):* The College has not required students or employees to sign documentation agreeing to campus guidelines, such as physical distancing requirements. Instead, the College has communicated through email and the Hostos website that use of the campus is incumbent on following all current guidelines.

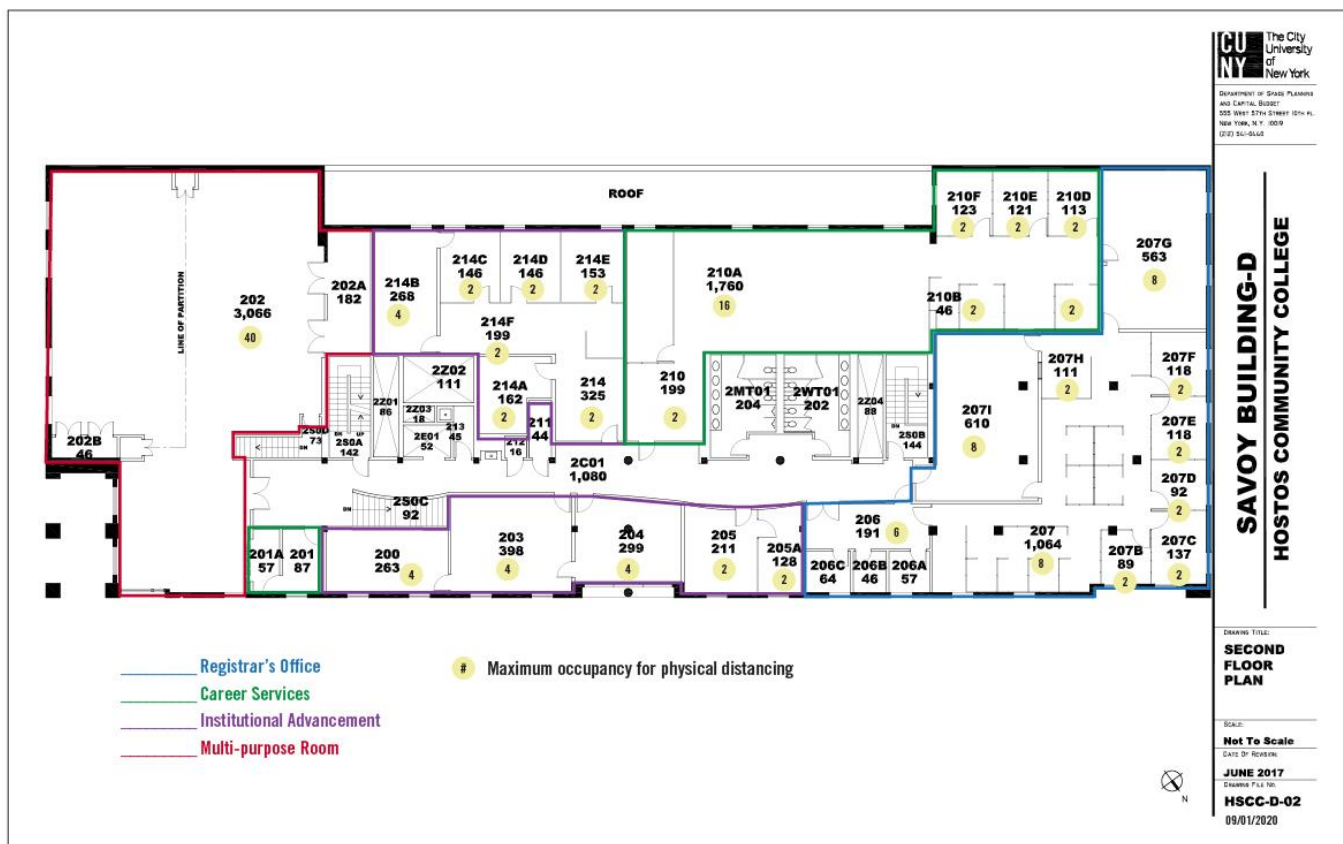
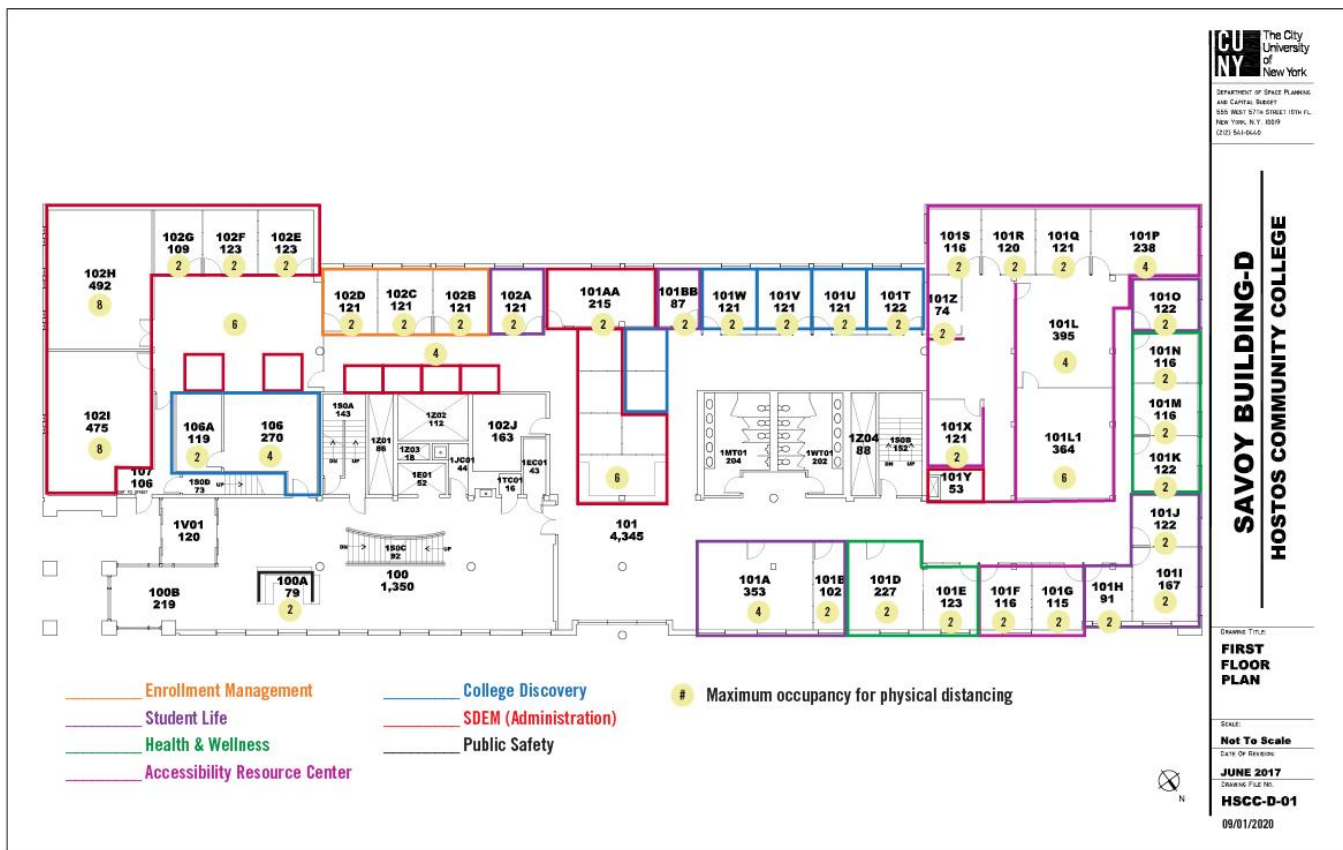
*Future reduced distancing:* If distancing requirements are relaxed, campus guidelines documents will be updated, and the new distancing requirements will be effectively communicated.

**Sample Floor Plan and Staffing Information at 3 Feet**

Below is a revised example of occupancy floor diagrams and staffing information used to determine maximum occupancy in an office or service area. The floor diagrams and table are for the Savoy Building—[the same sample provided earlier in this section](#)—but with adjustments to account for the difference that would appear with 3 feet as the minimum for

[illegible]





SAVOY BUILDING (D BUILDING)				
Department	Floor	Normal Staff	Phase I: Maximum Occupancy 25%	Phase II: Maximum Occupancy 50%
Financial Aid	Basement	10.5	3	6
Burser	Basement	6.5	2	4
Business Office	Basement	6.5	2	4
College Discovery	1 <sup>st</sup> Floor	9	2	4
Student Life Offices	1 <sup>st</sup> Floor	16	4	8
Enrollment Management	1 <sup>st</sup> Floor	4.5	1	2
Accessibility Resource Center	1 <sup>st</sup> Floor	9	2	4
Health & Wellness Services	1 <sup>st</sup> Floor	4.5	1	2
Public Safety	1 <sup>st</sup> Floor	1	0	1
SDEM	1 <sup>st</sup> Floor	13	3	6
Career Services	2 <sup>nd</sup> Floor	8	2	4
Registrar	2 <sup>nd</sup> Floor	10.5	3	6
Institutional Advancement	2 <sup>nd</sup> Floor	8	2	4

## ATTACHMENT B: SIGNAGE PLAN

This list of signage applies, at minimum, to all buildings and areas that will be unlocked during the upcoming reopening phase at the beginning of that phase. Signs may be revised and replaced as needed.

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

### Signs By Area

#### ***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. *6 feet distance indicated on sign may change to reflect changes to physical distancing requirements.*
- 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 where to stand for physical distancing particularly for waiting areas and anticipated lines. *Currently 6 feet but may be revised to reflect changes to physical distancing requirements.*
- 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 passenger elevators on campus are as follows: The A Building (Allied Health Building) has a total of three (3) elevators between two separate elevator banks, plus one additional elevator for Library access. 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.<sup>1</sup>

The following applies to all elevators on campus.

**Elevator lobbies:**

- 02.1a: Elevator Outside Sign. Guidelines for elevator use including maximum occupancy, that face coverings required, and a reminder to take the stairs for people who can.
- Floor decals indicating where to stand for physical distancing will be on levels where we anticipate people will line up to wait for an elevator. *Currently 6 feet but may be revised to reflect changes to physical distancing requirements.*

**Elevator cars:**

- 02.1b: Elevator Inside Sign. Reminders for elevator maximum occupancy, that face covering 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 adequate 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.

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<sup>1</sup>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.

- Stanchions/barrier posts with ropes or retractable belts will be used to separate traffic where necessary and possible.

## **Restrooms**

### *Outside of restrooms:*

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

### *Inside of restrooms:*

- 02.4: Physical Distance Required.
- 02.8: Restroom 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.

- 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 housekeeping 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**

Signage not included above may be developed to address area-specific needs. Signage will be posted before the area reopens. These areas include the Cafeteria and dining areas and the Main Gym and Physical Education Complex (pool, weight room, aerobics center, locker rooms, dance studio).

These additional signs would be combined with those listed under “[Classrooms, Computer Labs, Library, Offices, Meeting Rooms.](#)”

## **Sample Signs**








See the following pages for samples of signage in use.



# **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](mailto:covid19@hostos.cuny.edu)



01.1-ArrivingOnCampus\_8.5x11\_rev2020.06.27



# 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.**

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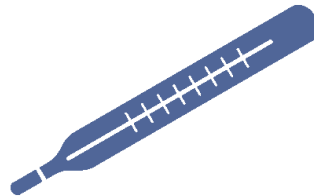
**Thank you for helping us protect the health of our community!**

Questions? Send an email to [covid19@hostos.cuny.edu](mailto:covid19@hostos.cuny.edu)



01.2-HealthCheck\_8.5x11\_rev2020.08.03





# 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.

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

Questions? Send an email to [covid19@hostos.cuny.edu](mailto:covid19@hostos.cuny.edu)



01.3\_NotFeelingWell\_8.5x11\_rev2020.08.03



# 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.

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**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](mailto:covid19@hostos.cuny.edu)



02.1a-ElevatorOutside\_8.5x11\_rev2020.07.23



# 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.



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

Questions? Send an email to [covid19@hostos.cuny.edu](mailto:covid19@hostos.cuny.edu)

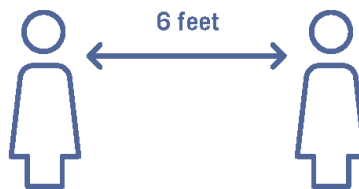


02.7-BathroomOutside\_8.5x11\_rev2020.08.03



**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!**



02.6-Occupancy\_8.5x11\_rev2020.07.23



# **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](mailto:covid19@hostos.cuny.edu)



03.1-FaceCovering\_8.5x11\_rev2020.07.23

## ATTACHMENT C: COVID-19 PROTECTIVE EQUIPMENT REQUIREMENTS

As per [Part 2, Section I.A.: Physical Distancing > Distancing and Masks/Face coverings](#), the College requires the use of an acceptable face covering by all students, faculty, staff, and visitors whenever adequate physical distancing (as per current requirements) cannot be maintained between people who do not reside in the same household.

As per [Part 2, Section II.A.: Personal Equipment](#), 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 personally owned protective coverings as long as they abide by the minimum standards of protection for the specific activity.

The College will continue to adhere to OSHA standards for personal protective equipment (PPE). 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. Common PPE that may be used to protect employees and others per OSHA standards include surgical/procedural masks, face shields, gloves, and glasses.

If necessary, the College may temporarily suspend 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. Related CDC guidelines, such as those under [Optimizing Personal Protective Equipment \(PPE\) Supplies](#), will be followed when applicable.

Cleaning, storage, and disposal of face masks, goggles, or other eye protection will follow CDC guidelines. Recommendations for the storage, cleaning, and replacement of these items are outlined below.

### Recommendations for Face coverings and Face Masks

- Wash your hands or use hand sanitizer before putting on your face covering/mask.
- When taking off your face covering/mask, be careful not to touch your eyes, nose, and mouth. Wash your hands immediately after removing.
- To store a face covering or mask for reuse, carefully fold it so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage. The folded face covering/ mask can be stored between uses in a clean sealable paper bag or breathable container.
- The following is recommended for cloth face coverings (non-medical) for reuse purposes:
  - If your face covering is wet or dirty from sweat, saliva, make-up, or other liquids or substances, keep it in a sealed plastic bag until you can wash it. Wash wet or dirty masks as soon as possible to prevent them from becoming moldy. Wet masks can be hard to breathe through and are less effective than dry masks
  - Wash cloth face coverings whenever they get dirty, or at least daily.
  - Cloth face coverings may be reused after proper washing. Wash with soap and water and allow to dry.
  - If a cloth face covering damaged, the face covering should be disposed of as regular trash and replaced.
  - The College encourages everyone to review CDC guidance for [usage of cloth face coverings](#) and [cleaning of face coverings](#).
- The following is recommended for face masks (surgical/procedural) for reuse purposes:
  - If you have a disposable face mask that needs to be reused—such as [to optimize limited supply](#)—it should be stored between uses in a clean sealable paper bag or breathable container.

- If a face mask is soiled or damaged, the face mask should be removed and disposed of, immediately followed by proper hand hygiene. A replacement face mask should be acquired before task(s) are resumed.
- Employees should notify their supervisor if a replacement is required so that it can be provided accordingly.

## Recommendations for 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 the following recommendations for reuse purposes to [optimize supply of eye protection](#):
  - 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 registered antimicrobial/disinfectant solution on the EPA's [List N: Disinfectants for Coronavirus \(COVID-19\)](#).
  - 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.

## COVID-19 Protective Equipment Requirements Chart

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.

### COVID-19 Protective Equipment Requirements

	Acceptable Face covering (cloth face covering minimum)	N-95 Respirator	Isolation Gowns / Coveralls	Gloves	Protective Eyewear (face shield, safety glasses, goggles)	Surgical / Procedural Face Masks (and equivalent or greater efficiency)	Coveralls
<b>Locations</b>							
All College Buildings	X*						
Common Spaces (i.e., corridors, stairwells, restrooms, elevators, lobby, courtyards, cafeteria/dining areas)	X*						
Labs	X						

	Acceptable Face covering (cloth face covering minimum)	N-95 Respirator	Isolation Gowns / Coveralls	Gloves	Protective Eyewear (face shield, safety glasses, goggles)	Surgical / Procedural Face Masks (and equivalent or greater efficiency)	Coveralls
Classrooms	X						
Office Complex	X						
Private Office	X*						
Waiting Rooms for Emergency Response			X*, **	X*, **	X*, **	X	
<b>For Employees, Students and Third Parties:</b>							
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		
Housekeeping 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		

\* Exception for a sole occupant, working alone in an isolated area or who is actively eating or drinking; they must be ready to put on a face covering/mask if someone unexpectedly comes within the minimum required physical distance (6 feet).

\*\* Students and/or employees are engaged in activities on campus that require individuals to come within the minimum required physical distance (6 feet) of each other.



## ATTACHMENT D: CLEANING AND DISINFECTION PLAN

The College will ensure adherence to applicable hygiene and cleaning and disinfection requirements as advised by the CDC and NYSDOH, including the NYDOH's [Public and Private Facilities Cleaning and Disinfection Guidance](#) and the CDC's [Cleaning and Disinfecting Your Facility](#).

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.

### Support and Management of Cleaning and Disinfection Processes

- The College will use EPA-approved products listed on the EPA's [List N: Disinfectants for Coronavirus \(COVID-19\)](#). The College will select these disinfectants from the Department of Environmental Conservation (DEC) list of products registered in New York State and identified by the EPA (on List N) as effective against COVID-19.
- The College will avoid use of furniture that is not easily cleaned and disinfected (e.g., cloth fabric sofas). High touch public resources may be removed from use.
- Disinfecting protocols will include the use of electrostatic sprayers where applicable.
- 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). If cleaning or disinfecting products or the act of cleaning and disinfecting causes safety hazards or degrades 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.
- 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 the department manager. Based on this data, adjustments will be made to maintain the Housekeeping Department's day-to-day operations efficiently.
- The College will train employees on the proper use of PPE and cleaning products.
- Distribution of supplies will be done by designated staff or the department manager. Reports of supply usage will be tracked and monitored by the Superintendent and supervisors to ensure that supplies are adequate and demand is not abused.

## Cleaning and Disinfection Processes by Area

### General

- The College 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 [Public and Private Facilities Cleaning and Disinfection Guidance](#).
- 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 Housekeeping schedule.
  - Cleaning and disinfecting of frequently used/touched common areas (i.e., elevator keys, restrooms, railings, grab bars) will occur multiple times a day.
  - Restrooms will be cleaned and disinfected frequently throughout day and deep cleaned once a day.
- The College will use disinfectants on the Department of Environmental Conservation (DEC) list of products registered in New York State and identified by the EPA (on List N) as effective against COVID-19.
- Personal hand hygiene and cleaning and disinfection processes will be supported by Housekeeping as follows:
  - Soap and paper supplies will be in all restrooms, kitchenettes, and other areas with soap dispensers to ensure that people can wash their hands frequently, per CDC recommendations.
  - Hand sanitizer dispensers will be available throughout the campus in 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.
  - Cleaning and disinfecting supplies (such as wipes) will be available throughout the campus so that that commonly used, shared surfaces (e.g., keyboards, desks, copiers, and remote controls) can be wiped down before and after use.
  - Receptacles will be placed around the institution for disposal of soiled items, including paper towels and PPE.

### 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 – To take place continuously throughout the day.
- Disinfecting – All high touch areas will be disinfected multiple times a day:
  - Stair railings
  - Elevator buttons and walls
  - Handles
  - Doors and push plates
- Hand sanitizer dispensers (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 – To take place continuously throughout the day.
- Disinfecting – All high touch areas will be disinfected multiple times a day:
  - Stair railings
  - Water fountains
  - Doors and push plate
- Hand sanitizer dispensers (replenished as needed).

***Restrooms***

- General Cleaning – Cleaning and sanitizing, plus monitoring/restocking of soap and paper supply to take place multiple times a day on a regular basis.
- Deep Cleaning – To take place once a day.
- Disinfecting – All high touch areas will be disinfected multiple times a day:
  - Fixtures
  - Dispensers
  - Mirrors
  - Push plates
  - Trash receptacles
  - Handles
  - Stall doors

***Classrooms***

- General Cleaning – To take place once a day, or as needed. Deep cleaning will take place daily.
- Disinfecting – All high touch areas will be disinfected twice daily:
  - Tables and chairs
  - Podiums
  - Keyboards (performed by designated personnel)
  - Phone
  - Doors and light switches
- Hand sanitizer dispensers are installed in computer labs and will be restocked as needed.
- Cleaning and disinfecting supplies (such as wipes) will be available for individuals to use before and after they come in contact with surfaces.
- High touch public resources will be removed from classrooms.

***Clinical Laboratory Science***

Designated staff or personnel, such as departmental College Laboratory Technicians (CLTs), who are normally responsible for the maintenance of Science and Health Sciences lab equipment (including cleaning and disinfecting laboratory

equipment, including bench tops, after each class) will continue to clean and disinfect these items. Housekeeping staff cannot be held responsible for handling specialized equipment.

- 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:
  - Tables and chairs
  - Podiums
  - Keyboards (performed by designated personnel)
  - Phone
  - Doors and light switches
- Labs are equipped with sinks and students are required to practice good hygiene.
- Cleaning and disinfecting supplies (such as wipes) will be available for individuals to use before and after they come in contact with surfaces.
- Where cleaning and disinfecting supplies are not provided within a Science/Health Sciences laboratory for individual use by students and professors before and after handling shared equipment/models, the College Laboratory Technicians or designated personnel will be responsible for cleaning and disinfecting laboratory equipment, including bench tops, after each class.

### ***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 continued responsibility of cleaning their personal work areas during the day. The College will provide Departments with single-use disinfecting wipes and/or multi-surface spray cleaners to support self-servicing.

- General Cleaning – to take place once a day or as needed. Deep cleaning will take place weekly or as needed.
- Disinfecting – to take place daily or as needed. High touch points include:
  - Doors
  - Telephones
  - Conference table and chairs
- Common Used Equipment – Cleaning and disinfecting supplies (such as wipes) will be available for individuals to use before and after they handle common used/communal equipment. The College will place signage to encourage the use of these supplies followed by hand hygiene.

### ***Dining Area***

Dining Area will be cleaned and disinfected by Housekeeping staff.

- General Cleaning – will take place once a day by Housekeeping 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 Housekeeping staff. High touch points include:
  - Doors
  - Tables and Chairs
  - ATM Machines and Vending Machines
  - Counters

- Hand sanitizer dispensers (replenished as needed).
- Common Used Equipment – Cleaning and disinfecting supplies (such as wipes) will be available for individuals to use before and after they handle common used/communal equipment and surfaces (such as microwaves and tables). The College will place signage to encourage the use of these supplies followed by hand hygiene.

## Cleaning and Disinfection Protocol for a Confirmed COVID-19 Case

The College will provide for the cleaning and disinfection of exposed areas in the event an individual is suspected or confirmed to have COVID-19, following CDC guidelines for [\*“Cleaning and Disinfecting Your Facility.”\*](#)

- Upon notification, Housekeeping will schedule and perform a rigorous cleaning and disinfection of the area(s) (i.e., offices, classrooms, restrooms, and common areas) of concern following CUNY Office of Environmental Health and Safety (EHSO) directives.
  - Cleaning and disinfection 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).
  - The College will use disinfectants on the Department of Environmental Conservation (DEC) list of products registered in New York State and identified by the EPA (on List N) as effective against COVID-19.
- Preparation of spaces for cleaning and disinfection:
  - Campus Facilities will increase outside air intake upon notification. When feasible, outside doors and windows will be opened to increase air circulation in the area before the cleaning/disinfection.
  - Areas occupied by the suspected or confirmed COVID-19 individual, such as offices, classrooms, restrooms, 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 will remain closed for a minimum of 24 hours, or as long as possible before cleaning/disinfection procedures begin. If 24 hours is not feasible, the College will wait as long as possible following CUNY EHSO directives.
  - 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.
- Papers or any soft (porous) surfaces will be isolated for a minimum of 24 hours before handling. After 24 hours, soft materials will be removed from the area and hard (non-porous) surfaces will be addressed per the cleaning and disinfection recommendations. Hard (non-porous) surfaces that cannot be cleaned and disinfected will be isolated for a minimum of seven (7) days before handling.
- If machinery or equipment are thought to be contaminated or shared by many, surfaces will be disinfected using EPA approved products from List N that are appropriate for the surface. If machinery or equipment are thought to be contaminated and cannot be cleaned, they will be isolated for seven (7) days before handling. 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.

- Area(s) of concern is not to be reopened until cleaning and disinfection have been completed and cleared for occupancy by the Office of Environmental Health and Safety.
- 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.

## ATTACHMENT E: PHASE-IN PLAN

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

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 phase to ensure all public health protocol are considered.

The reopening Phase-In 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 to address increased density on campus. At each phase, the maximum occupancy allowed will be reviewed in accordance with the [Physical Distancing Plan \(Attachment A\)](#).

The phasing in of on 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 Campus Facilities is able to provide needed additional services in a timely and consistent manner; and third, to achieve a level of confidence that the college is successfully moving through each phase without incident or hardship.

Thresholds for moving to the next phase—as well as thresholds for possible ramp down or closure [described in Attachment F](#))— will be closely monitored, and all City, State, CDC, and CUNY public health protocols will be followed.

Metrics to be used as conditions for reopening include:

- available physical space on campus and capacity limitations that allow people to maintain adequate physical distance from each other.
- availability of PPE and our ability to maintain the college's supply.
- community spread (using the [New York Forward Percentage Positive Results by County Dashboard](#) to monitor the local community infection rate).

Note that these factors are used to determine all movement between phases, as well as [to assess whether a ramp down or closure of the campus is necessary](#).

### Phased Reoccupancy

Phases are as follows:

- *Phase 0* – Essential staff and operations only.
- *Phase 1* – Maximum 25% of normal occupancy while following current physical distancing guidelines in individual spaces.
- *Phase 2* – Maximum 50% of normal occupancy while following current physical distancing guidelines.
- *Phase 3* – Maximum 75% of normal occupancy while following current physical distancing guidelines.
- *Phase 4* – Fully Reopened (100% capacity).

This reopening plan will use Fall 2019 full-time equivalent (FTE) totals for employees and students when considering full (100%) occupancy and determining the maximum number of people allowed on campus in each phase. When this plan cites 25%, 50%, or 75% of normal staffing levels, it refers to the occupancy of a particular space or office during normal operations. Physical distancing based on current requirements and guidelines (see [Attachment A: Physical Distancing Plan](#)) will also be practiced throughout the campus.

The College had 670 full-time employees and 858 part-time employees in Fall 2019, for a total employee headcount of approximately 1,528 during normal operations. The Fall 2019 student population was approximately 7,120 total students with a full-time equivalent (FTE) of 4,709.

## ***Re-Entry Occupancy Limits by Phase***

Planned totals calculated for past, current, and pending phases are as follows:

### ***Phase 0 (starting March 23, 2020):***

- Per [New York State on PAUSE](#), occupancy was limited to staff running essential operations and those with appointments, with a requirement to maintain 6 feet of physical distance throughout the campus.

### ***Phase 1 (starting August 26, 2020):***

- Room occupancy guidelines allow for 25% maximum occupancy. An allowance of 113 sq. ft. per person while maintaining 6 feet of physical distance will be used throughout the campus.
- A 25% occupancy level allows for a maximum on-campus employee population of 382 or fewer (and not including students) at any given time.
- The student population on campus will be restricted to the following:
  - Those enrolled in essential hands-on training courses.
  - Those who need on-campus assistance from a student service office and have scheduled an appointment.
  - A limited number of walk-ins may be allowed, subject to the number of people on campus at that time.

### ***Phase 2 (starting August 2, 2021):***

- Room occupancy guidelines allow for 50% maximum occupancy. An allowance of 30 sq. ft. per person while maintaining adequate physical distance will be practiced throughout the campus.
- A 50% occupancy level will result in a maximum on-campus employee population of 764 or fewer (and not including students) at any given time.
- The student population on campus during Phase 2 will include a larger number of in-person course sections and student services. The total number of students on site at one time may be managed as follows:
  - Those enrolled in scheduled on-site course sections.
  - Those who need on-campus assistance from a student service or academic support area.
  - A limited number of walk-ins may be allowed, subject to the number of people on campus at that time.

For each phase, each department or office will need to develop a plan for on-site occupancy levels that considers a combination of employees (both faculty and staff) and students. Departments/offices will need to balance expected occupancy based on scheduled activity (work schedules, appointments) and estimated unscheduled activity (walk-in capacity), as feasible.



The occupancy in departmental/office plans will be reviewed in each phase to ensure that the total projected campus occupancy can remain under the maximum allowed for that phase. Additionally, daily totals will be monitored by the Campus Coordinator.

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

**Table: Phased Re-Entry by Group**

REOPENING PHASE	OCCUPANCY	EMPLOYEES (GENERAL)	FACULTY (TEACHING)	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 conducting in-person instruction permitted on-campus during those instructional periods. Faculty may visit by pre-approved appointment to pick-up instructional materials.	Only those students taking essential hands-on or testing that must be in person are allowed on campus.
1	Maximum 25%	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 conducting in-person instruction permitted on-campus during those instructional periods. Faculty may visit by pre-approved appointment to pick-up instructional materials.	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 50%	A combination of on-site and remote work may occur as part of each department's/office's approved plan to meet the College's needs and comply with State and local guidelines. (This applies to staff and faculty working in their offices.)	A combination of on-site and remote teaching may occur as part of each department's approved plan to meet the College's needs and comply with State and local guidelines.	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 75%	Standard employee operations resume. HR will continue to work with faculty seeking reasonable accommodations.	Standard Instructional operations resume. HR will continue to work with faculty seeking reasonable accommodations.	Students are welcomed back in a reduced capacity in adherence with State and local guidelines.

REOPENING PHASE	OCCUPANCY	EMPLOYEES (GENERAL)	FACULTY (TEACHING)	STUDENTS
4	Fully Reopened (100% capacity)	Standard employee operations resume with all facilities and full on-campus, walk-in services available.	Standard instruction resumes with all facilities and full on-campus, walk-in services available.	Students welcomed back at full capacity with access to on-campus services and facilities.  Students from other campuses may utilize the library and other services according to standard operations.

## Operations On Campus by Phase

### ***Phase 0 – Essential employees only, while following physical distancing guidelines in individual spaces.***

- Due to restrictions under [New York State on PAUSE](#), people on campus are limited to essential employees and those with appointments to visit essential areas.
  - All employees should work remotely except for those engaged in essential operations where remote work is not feasible.
  - Employees on site must have the approval of their Division VP and the Coronavirus Campus Coordinator and be on Public Safety's "approved" list.
- Activities, areas, Departments that can operate on campus:
  - Only essential activities (e.g., food pantry, mailroom, public safety, facilities).
  - Anyone else on campus must first get approval from the Coronavirus Campus Coordinator and should be on the campus for the minimal amount of time necessary.
- Preventative measures on campus:
  - Mandatory face coverings; physical distancing; cleaning/disinfecting protocols and schedule; monitoring; daily health screenings.
- Factors and thresholds for movement between phases:
  - To move to the next phase:
    - Approval of the Reopening Plan for Phase 1.
    - Community transmission rates.
    - PPE supply, staffing/budget considerations.
    - Operational needs.
  - To remain in the phase longer:
    - Increase in COVID-19 cases in the city.
    - Significant, documented public transportation risk.

**Phase 1 – Maximum 25% of normal occupancy while following current physical distancing guidelines in individual spaces.**

- Anyone on campus should be scheduled (for work, a class, or an appointment) or otherwise get approval from the Coronavirus Campus Coordinator.
  - All employees (faculty and staff) must have the approval of their Division VP and the Coronavirus Campus Coordinator and be on Public Safety’s “approved” list. Employees are encouraged to continue to work remotely when feasible.
  - Students should be on a daily roster. Once they pass the screening, the program can then provide an approved list to Public Safety.
- Activities, areas, Departments that can operate on campus:
  - All essential areas and activities that were on-site in Phase 0 will continue.
  - In-person courses – In the first semester of Phase 1, only approved academic programs that require in-person/hands-on instruction will be allowed. Later in Phase 1, courses that are dependent on access to campus infrastructure and/or require in-person instruction based on regulatory requirements will be allowed.
    - Programs with in-person elements must provide a plan to the Provost and Campus Reopening Committee<sup>2</sup> for approval prior to scheduling any courses.
  - Student service areas (e.g., Financial Aid, Admissions, Student Success Coaches, ASAP Advisors, the Library, Open Computer Lab, etc.) – Must provide a plan to the division leader and Reopening Committee before starting operations.
  - Humanities: Art/performance/media – Limited access to special equipment; must provide a plan to the Provost and Reopening Committee for approval prior to scheduling any courses.
  - Sponsored, time-sensitive research must provide a plan to the Provost and Reopening Committee for approval prior to being on campus.
  - Construction with essential workers.
- Preventative measures on campus:
  - Mandatory face coverings; physical distancing; cleaning/disinfecting protocols and schedule; monitoring; pre-visit and entrance protocols; required online trainings for employees; signage and directional signs (e.g., floor decals).
    - Face coverings are provided to faculty and staff; academic Departments provide masks for clinical students.
    - Everyone on site must follow established pre-visit and entrance protocols. Protocols may include daily health screenings, proof of vaccination, COVID-19 testing, or a combination.
    - 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.
    - In-person coursework may continue remotely in the event of a ramp down or closure of a related area.
    - Employees in shared workspaces will coordinate their schedules so they are staggered.

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<sup>2</sup> For the purposes of departmental plan review and approval, the “Campus Reopening Committee” refers to members in Administration and Finance, including the Campus Coordinator, Campus Liaison, Campus Facilities, Public Safety, and others as delegated by the Campus Coordinator.

- General guidance for enclosed spaces will be followed (see [Part 2, Section I.B. Gatherings in Enclosed Spaces > General Guidance for Enclosed Spaces](#)).
- Factors and thresholds for movement between phases:
  - To move to the next phase:
    - Assessment process – examine as phases progress and begin planning for next phase early
    - 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 per 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 phase
  - To remain in the phase longer:
    - Incidence of COVID-19 on campus that is not successfully contained.
    - Increase in COVID cases in the city
    - Public transportation risk
  - To revert to a prior phase (see [ramp-down information in Attachment F](#)):
    - Significantly increasing infection rates on campus that were not successfully contained
    - An increase in COVID cases citywide

**Phase 2 – Maximum 50% of normal occupancy while following current physical distancing guidelines in individual spaces.**

- Anyone on campus should be scheduled (for work, a class, or an appointment).
  - People permitted on campus under Phase 1 guidelines will continue.
  - “Walk-ins” (unscheduled visits to campus) may be limited depending on occupancy at the moment and are subject to approval.
- Activities, areas, Departments that can operate on campus:
  - All areas and activities that were on-site in Phase 1 will continue.
  - In-person courses – Increased in-person courses/programs, especially those that cannot be effectively delivered at a distance. Many of these courses may be highly experiential, dependent on access to campus infrastructure, and/or require in-person instruction based on regulatory requirements.
    - Approved plans will still be required before a course can begin in-person activity.
    - Lectures that have been conducted successfully in a remote capacity may continue to be offered online.
  - Increased student and academic support services.
  - Additional construction and maintenance projects as needed.
- Preventative measures on campus:
  - Continued from Phase 1, with adjustments as allowed or required.
- Factors and thresholds for movement between phases:
  - Continued from Phase 1.

**Phase 3 – Maximum 75% of normal occupancy while following current physical distancing guidelines in individual spaces.**

Note: Plans are considerations or pending review. Phase 3 plans will be finalized during Phase 2.

- The College may continue to require scheduled activity on campus, but unscheduled (“walk-in”) activity will increase within Phase 3 physical distancing limits. People permitted on campus under Phases 1 and 2 will continue.
- Activities, areas, Departments that can operate on campus:
  - Activities from Phase 2 will continue with additional capacity and safeguards to be determined
  - Preventative measures:
    - Continued from Phase 2, with adjustments as allowed or required.
  - Threshold to move to the next phase:
    - Continued from Phase 2.
  - Thresholds to remain in the phase longer than planned:
    - Continued from Phase 2.
  - Threshold to revert to a prior phase:
    - Continued from Phase 2.

***Phase 4 – Fully Reopened at 100% of normal occupancy while following current physical distancing guidelines in individual spaces***

Phase 4 details to be determined.

## ***Reoccupancy by Building***

### ***Phase 1 Occupancy***

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

Select Allied Health Classes have been conducted on campus in the A and B Buildings. In the B Building, the Dental Clinic (1st Floor) and Smart Classrooms (5th Floor) have been 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) have been 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.

During the first semester of Phase 1 reopening, Fall 2020, the College accommodated 53 sections (totaling 294 students) taking essential hands-on instructional classes. In Spring 2021, a few additional programs in the Humanities Department held sessions on-site because an in-person component was deemed necessary to effective student learning.

The Library (A Building) has mostly remained closed to the public, although staff will work on staggered schedules to continue to provide services to students, including access to library materials. Information Technology continued to distribute IT equipment and developed a Print and Copy service in the Lobby of the C Building for students to use on a by-appointment basis due to closure of the Library and Open Computer Lab. During the Spring 2021 finals period, the Library

and Open Computer Lab temporarily reopened to support students as they prepared for their Spring 2021 final exams. Reopening for these two weeks will also help the Library and Open Computer Lab prepare for operations during Fall 2021.

Operations in the Cafeteria, the Main Gym and fitness areas, the Child Care Center, and Hostos Center for the Arts & Culture all remained closed to on-site operations during Phase 1.

### **Phase 2 Occupancy**

Phase 2 will begin on August 2, 2021, with the return of more staff to campus in preparation for the upcoming semester and as [announced by the CUNY Chancellor on May 13, 2021](#). This will allow one month of preparation before [students return to more in-person activities for Fall 2021](#).

During Phase 2, additional classes, study spaces, and services will be added. Most academic and student service areas will operate at reduced on campus capacity throughout the week, though some academic supports may continue remotely. departmental approvals will be issued before each area or service is activated, and after the approval of a revised and updated Campus Reopening Plan. All plans will be in accordance with the prescribed cleaning, safety, and space specific protocols described in this document.

### **Phase 3 & 4 Occupancy**

The College will closely monitor the implementation of each phase and will modify the plan to pace and adjust the reoccupancy levels as needed. Future phases and reoccupancy will follow previous phase requirements and will be modified according to safety and operational needs. On campus activities will continue to be reintroduced in an intentional and careful way to allow for operational issues to be resolved before activities return to normal (pre-pandemic) levels. The return to full, normal operations will be a gradual and controlled process.

### **Table: Areas in Use by Reoccupancy Phase**

*Note: The below chart is proposed and dependent on Departments/offices having an approved reopening plan before resuming on-site activities. Occupancy definitions (“closed,” “essential staff only,” “appt. only,” “in-person courses,” and “open with restrictions”) can be [found following the chart](#).*

LOCATION	PHASE 0 (Mar. 23-Aug. 25, 2020)	PHASE 1 (starting Aug. 26, 2020)	PROPOSED: PHASE 2 (starting Aug. 2, 2021)
<b>A Building / Allied Health Building (A Bldg) – 475 Grand Concourse</b>			
<b>A Bldg Lower Level</b> (Parking lot entrance)	<i>closed</i>	<i>closed</i>	CUNY START Program – appt. only

LOCATION	PHASE 0 (Mar. 23-Aug. 25, 2020)	PHASE 1 (starting Aug. 26, 2020)	PROPOSED: PHASE 2 (starting Aug. 2, 2021)
<b>A Bldg First Floor</b> (Main Lobby)	<i>closed</i>	IT device loan pick-up/drop-off for students, faculty, staff with email confirmation (in Lobby starting May 2021).	Education Dept. – limited/appt. only; Children’s Center – open with restrictions; Proyecto Access – appt. only; Community Relations – limited; OIRA – limited; IT device loan pick-up/drop-off – email confirmation; classrooms – TBD
<b>A Bldg Second Floor</b>	<i>closed</i>	Library, lower level – limited (dept. staff/faculty only); CEWD – in-person courses	Library, lower level – appt. only; CEWD – in-person courses
<b>A Bldg Third Floor</b> (Bridge entrance)	President's Office – essential staff only	Allied Health Dept. (offices) – limited; Library – limited (dept. staff/faculty only); Student Health Services (School Nurse) – limited; President's Office – limited; Conference Center – limited; Office of CEWD - limited;	Allied Health Dept. (offices) – limited/appt. only; Library – appointment only; Student Health Services (School Nurse) – appt. only; CUNY EDGE Program – limited/appt. only; President's Office – limited; Conference Center – limited; Office of Compliance and Diversity – limited; Office of CEWD – limited; A-Atrium – appt. only; classrooms – TBD
<b>A Bldg Fourth Floor</b>	<i>closed</i>	Nursing Unit – in-person courses in Nursing Lab and classrooms; Rad Tech Unit – in-person courses in Rad Tech Lab; CEWD – in-person courses;	Natural Science Labs – in-person courses; Rad Tech Unit – in-person courses in Rad Tech Lab; Nursing Unit – in-person courses in Nursing Lab and classrooms; CEWD – in-person courses
<b>A Bldg Fifth Floor</b>	<i>closed</i>	Natural Science Dept. – limited (Dept. staff/faculty only);	Natural Science Dept. – limited/appt. only; Natural Science Labs, Science Demonstration, & classrooms – limited/in-person courses;

LOCATION	PHASE 0 (Mar. 23-Aug. 25, 2020)	PHASE 1 (starting Aug. 26, 2020)	PROPOSED: PHASE 2 (starting Aug. 2, 2021)
			Biology/Chemistry Prep rooms – limited
A Bldg Roof	Engineering/Heating and Air Conditioning Plant – essential staff only	Engineering/Heating and Air Conditioning Plant – limited	Engineering/Heating and Air Conditioning Plant – limited
<b>B Building (B Bldg) – 500 Grand Concourse</b>			
B Bldg Basement (Parking lot entrance)	Duplicating – essential staff only; Mailroom – essential staff only; Housekeeping Offices/Locker Rooms – essential staff only; Public Safety Locker Rooms – essential staff only	Duplicating – limited; Mailroom – limited; Housekeeping Offices/Locker Rooms – limited; Public Safety Locker Rooms – limited	Duplicating – limited; Mailroom – limited; Housekeeping Offices/Locker Rooms – limited; Public Safety Locker Rooms – limited
B Bldg First Floor (Main Lobby)	<i>closed</i>	Dental Hygiene Unit – in-person courses (including reduced operation of Patient Care Center)	Dental Hygiene Unit – in-person courses (incl. reduced operation of Patient Care Center); Admissions Satellite Center – limited/appt. only
B Bldg Second Floor	Human Resources – essential staff only	Human Resources – limited	Student Success Coaches Unit (SSCU) limited/appt. only; Testing Center – appt. only; Human Resources – limited/appt. only; classrooms – TBD
B Bldg Third Floor	<i>closed</i>	<i>closed</i>	Behavioral & Social Science Dept. – limited/appt. only; English Dept. - limited/appt. only; classrooms – TBD



LOCATION	PHASE 0 (Mar. 23-Aug. 25, 2020)	PHASE 1 (starting Aug. 26, 2020)	PROPOSED: PHASE 2 (starting Aug. 2, 2021)
<b>B Bldg Fourth Floor</b> (access to C Building)	Information Technology – essential staff only	Information Technology – limited; Office of Academic Affairs (OAA)/ Provost's Office – limited	Mathematics Dept. – limited/appt. only; College Now Program – limited/appt. only; Information Technology – by appointment; OAA/Provost's Office – limited
<b>B Bldg Fifth Floor</b> (access to C Building)	<i>closed</i>	classrooms – space for in-person courses (Nursing, Continuing Education) as needed	English Dept. – limited/appt. only; Language & Cognition Dept. – limited/appt. only; classrooms – space for in-person courses (Nursing, Continuing Education) as needed.
<b>C Building / East Academic Complex (C Bldg) – 450 Grand Concourse</b>			
<b>C Bldg Lower Level</b> (Parking lot entrance)	Public Safety Office – essential staff only; Receiving – essential staff only	Public Safety Office – limited; Receiving – limited	Theater Shops & Dressing Rooms – limited; Public Safety Office – limited; Receiving – limited;
<b>C Bldg First Floor</b> (Main Lobby)	IT device loan pick-up/drop-off (Lobby) for students, faculty, staff with email confirmation	Black Box Theatre – hands-on class (1 class, starting Feb 2021); IT device loan pick-up/drop-off for students, faculty, staff with email confirmation (in Lobby until May 2021); Student Print & Copy Center (Lobby) – students by appointment only;	Art Classrooms. – limited/appt. only; Black Box Theatre – in-person courses; Art Gallery – limited/appt. only; Repertory Theater. – limited/appt. only; Main Theater. – limited/appt. only; Physical Education Complex (Natatorium/Pool; Weight Room, Aerobics Center, Locker Rooms, Dance Studio) – limited/appt. only; <i>Former College Bookstore (closed)</i>

LOCATION	PHASE 0 (Mar. 23-Aug. 25, 2020)	PHASE 1 (starting Aug. 26, 2020)	PROPOSED: PHASE 2 (starting Aug. 2, 2021)
<b>C Bldg Third Floor</b> (Bridge entrance)	<i>closed</i>	<i>closed</i>	Academic Advisement Office. – limited/appt. only; Cafeteria - TBD; Student Activities Office. – limited/appt. only; Student club/organization offices. – limited/appt. only; Student Counseling Center. – limited/appt. only; Student Lounge – appt. only; Main Gym – appointment only; Meeting Room (C-391) – appt. only; classrooms – TBD
<b>C Bldg Fourth Floor</b> (access to B Building)	<i>closed</i>	Digital Music Lab – students by appointment only (1 day per week, starting March 2021)	Humanities Dept. – limited/appt. only; Digital Music Lab – appt. only; Gaming Lab – appt. only; Physical Education Dept. – limited; Student club/organization offices – limited/appt. only; classrooms – TBD
<b>C Bldg Fifth Floor</b> (access to B Building)	<i>closed</i>	<i>closed</i>	Business & Accounting Dept. – limited/appt. only; Hostos Academic Learning Center (HALC) – limited/appt. only; Academic Computer Labs – appt. only; ASAP Program – appt. only;
<b>D Building / Savoy Manor Building (D Bldg) – 120 East 149th Street</b>			
<b>D Bldg Basement</b>	Bursar's Office – essential staff only; Business Office – essential staff only	Bursar's Office – limited staff, students walk-ins allowed (one at a time and after completing health check-in at building entrance); Business Office – limited	Bursar's Office – limited staff, students walk-ins allowed (one at a time and after completing health check-in at building entrance); Business Office – limited; Financial Aid – appt. only;

LOCATION	PHASE 0 (Mar. 23-Aug. 25, 2020)	PHASE 1 (starting Aug. 26, 2020)	PROPOSED: PHASE 2 (starting Aug. 2, 2021)
<b>D Bldg First Floor</b> (Main Lobby)	Food Pantry (Health & Wellness) essential staff and students by appointment only	Food Pantry (Health & Wellness) – limited staff, students by appointment only	Office of SDEM – appt. only; Accessibility Resource Center (ARC) – appt. only; Food Pantry (Health & Wellness) – limited staff, students by appt.; Health & Wellness – appt. only; One Stop Resource Center - appt. only; College Discovery – appt. only
<b>D Bldg Second Floor</b>	<i>closed</i>	Career Services – by appointment only [starting Spring 2021]	Career Services – appt. only; Registrar's Office – limited; Office of Institutional Advancement – limited; Multi-Purpose Room - appt. only
<b>G Building / Administration Building (G Bldg) – 135 East 146th Street</b>			
<b>G Bldg First Floor</b> (Parking lot entrance)	Accounts Payable – essential staff only Campus Operations (Chief Administrative Superintendent, Housekeeping, Environmental Health & Safety) – essential staff only; Procurement Office (Purchasing and Property Management) – essential staff only;	Accounts Payable – limited; Campus Operations – limited; Procurement Office – limited	Accounts Payable – limited; Campus Operations – limited; Procurement Office – limited
<b>G Bldg Second Floor</b>	Office of Administration & Finance – essential staff only; Budget Office – essential staff only; Campus Planning and Development – essential staff only	Office of Administration & Finance – limited; Budget Office – limited; Campus Planning and Development – limited	Office of Administration & Finance – limited; Budget Office – limited; Campus Planning and Development – limited

LOCATION	PHASE 0 (Mar. 23-Aug. 25, 2020)	PHASE 1 (starting Aug. 26, 2020)	PROPOSED: PHASE 2 (starting Aug. 2, 2021)
Trailer Site 5 (T5) – 427 Walton Avenue			
T5 Main Floor	<i>closed</i>	Allied Health Pipeline Program (starting late fall 2020) – in-person course	Allied Health Pipeline Program – in-person course; Immigration Center – TBD
Trailer Site 6 (T6) – 121 East 146th Street			
T6 Main Floor	Maintenance Shops – essential staff only	Maintenance Shops – limited	Maintenance Shops – limited
Prow Building – 560 Exterior Street			
Prow Bldg Main Floor	<i>closed</i>	<i>closed</i>	CEWD – in-person courses;
CLIP Building – 590 Exterior Street			
CLIP Bldg Main Floor	<i>closed</i>	<i>closed</i>	CEWD – limited/appt. only, in-person courses;
Gateway Building – 610 Exterior Street			
Gateway Bldg Main Floor	<i>currently unoccupied</i>	<i>currently unoccupied</i>	<i>currently unoccupied</i>

### Additional Information for “Areas in Use by Reoccupancy Phase” Table:

#### Occupancy Definitions:

##### Closed:

- Area has no *regularly scheduled* on-site work/operations, but an employee (faculty or staff) can request access to a specific space by sending an email to Public Safety at CampusVisit@hostos.cuny.edu (copying the supervisor/chair on their email request). Access is dependent on expected building occupancy; employees must receive approval from Public Safety by email prior to their visit.
- Students, faculty, and staff may also request access to a specific space in an area considered "closed" under other operational modalities (essential staff only- limited; appointment only; in-person courses). Following a request, access must be approved by Public Safety and the relevant office/department.
- Closed areas may be used on an "as needed" basis to allow for physical distancing during approved on-site events.

Essential staff only: Minimal number of staff scheduled for work on-site, and only staff where essential to continued college operations. Area is considered "closed" to students, faculty, and other staff.

Limited: A reduced number of staff or faculty are scheduled for work on-site for limited hours of operation. Student-serving areas operating as "limited" are considered "closed" to students. (Phase 0 – essential staff only; Phase 1-3 – employee schedules limited by maximum occupancy for that phase).

Appointment only (appt. only):

- For an office or department, an appointment must be scheduled with the area and confirmed before visiting because a reduced number of employees may be scheduled to work on-site, or employees may only work on-site as needed.
- For large meeting spaces, a request must be submitted to the Conference Center to schedule use.

Email confirmation: For activities like the IT device loan pick-up/drop-off for students, faculty, staff, a specific time is not scheduled but an email confirmation is required.

In-person courses: Faculty and students may be scheduled to come on-site for approved courses. Staff and faculty may also be scheduled for work on-site if necessary to support operation of on-site courses.

Open with restrictions: Area is operating but limiting who can enter, as per campus guidelines.

#### Notes:

- Main lobby entrances of A, B, C, and D Buildings are occupied during all phases. In Phases 1-4, main lobby entrances are open and in use for pre-visit and entrance protocols in use during the reopening period.
- All building entrances connected to parking lots are open (or accessible through intercom or access code) in Phases 1-4, but access to parking lots is limited to authorized users and managed by Public Safety.
- The Prow Building, CLIP Building, and Gateway Building are rental properties. The physical plant for these buildings is under the purview of the building management.
- All visitors to the Hostos campus (employees scheduled to work on campus; students, faculty, staff, and general public approved to visit by Public Safety) must also follow any pre-visit and building entrance protocols in place during the reopening period.

## Operational Activity and Phase-In

The information in this section, which addresses operational activity for student and academic support services, follows recommendations outlined in [Part 2, Section I.C.](#) Considerations for reopening each space includes a balance of factors including risk reduction, student support needs (academic support, support services), and student engagement.

Individual Departments or offices expecting to resume in-person activities during that phase will refer to the campus reopening plan and use guidelines that apply to their specific work area and operations to develop their own plans. Operations may resume after review and approval of the departmental/office plans by the Coronavirus Campus Coordinator and Campus Liaison or their designees.

## Teaching and Learning

Throughout the spring and summer of 2020, Hostos Community College worked to expand distance education course offerings and support services while maintaining best practices to prepare and create conditions for an effective Fall 2020 semester and beyond. 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***

#### ***Phase 1:***

Except for key programs requiring in-person activities for external certification—specifically essential, hands-on lab courses for Allied Health students—Hostos conducted courses entirely online in Fall 2020. In Spring 2021, a few additional programs in the Humanities Department held sessions on-site because an in-person component was deemed necessary to effective student learning.

Instructors had the choice of teaching courses asynchronously or synchronously. Faculty office hours were held using approved online platforms supported by Information Technology, such as Blackboard Collaborate or Zoom. The College also allocated funds to provide access to virtual labs for Natural Sciences students. This unifies the academic offerings in these subjects.

#### ***Phase 2:***

In Fall 2021, more courses will be able to conduct in-person sessions. Decisions to hold courses on campus are made by individual instructors and their Departments.

Instructors teaching online may be required to teach synchronously, particularly for developmental courses. Faculty office hours will continue to be held through approved online platforms. The College may also allocate funds to as needed to provide access to virtual educational tools.

### ***Faculty Professional Development***

During the summer of 2020, the Hostos Office of Educational Technology (EdTech) provided training to faculty to develop and teach online courses. Additionally, each faculty member was paired with a faculty mentor for the course development process. EdTech has been providing 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 through the [Library's website](#), and live support through chat is available during advertised [working hours](#). Availability of library services will be communicated to the campus community and will be included in course syllabi.

**Phase 1:**

The Hostos Library has been closed to students for most of Phase 1. Limited staff has been on-site to help provide resources for online teaching and learning.

The Library offered limited on-site study space to individuals during the Spring 2021 final exam period. Visits were timed and by appointment only. In addition to supporting student needs, this limited reopening allowed the Library to pilot some reopening in preparation for reopening in Fall 2021.

**Phase 2:**

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**

Study rooms in the Library were closed during Phase 1.

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—such as those in the Student Success Coaching Unit, ASAP, and College Discovery—use tools like Succeed@Hostos (Starfish by Hobsons) to make appointments and Microsoft Teams and Zoom to meet remotely with students in real time. The integration of campus-based Cisco phone system with staff home computers to allow incoming calls to be answered in real-time by a live staff member. Academic Affairs has expanded 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, and **Hostos Writing Center (WC)** using WC-Online. 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 Symlicity 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** conducted courses entirely online during Fall 2020 and Spring 2021. 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. Operational decisions are pending for Phase 2 and later.

**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 campus guidelines to ensure the safety of anyone coming into our facilities, CEWD transitioned to a hybrid model in Fall 202 for occupational training programs and services requiring in-person/hands-on activities.

**Mental Health and Welfare**

The Counseling Center has been providing 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***

### ***Online Student Engagement and Activities***

The College has been 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).

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 also continue to be shared with the campus community in *The Link*, a weekly publication from the Office of Student Activities

### ***On Campus Student Engagement Activities***

As long as the College needs to reduce in-person gatherings to meet occupancy limits, highest priority will be given to in-person instructional/academic activities. Student engagement activities that support student success will be considered for in-person events as long as needs for instructional activities can be met. Both will be prioritized above general extracurricular activities, which may need to remain in a hybrid or virtual format through the Fall 2021 semester.

On campus activities, including student clubs and organizations, were not permitted during Phase 1, and will continue to be evaluated as we begin Phase 2 and Fall 2021.

On-site plans for each student club may be evaluated on a case-by-case basis, though the College cannot yet determine when on campus club activities will resume.

## ATTACHMENT F: RAMP DOWN / RECLOSING PLAN (UPDATED 09/21)

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, CUNY's [Guidance on Academic Continuity to Campuses](#) page, and in the [Draft Reclosing Plan](#) included in CUNY's [Supplemental Guidelines for Safe Campus Reopening](#).

### Governance (Updated 09/21)

**Updated 09/21:** Should the Chancellor authorize the College to close down operations after reopening, the College should apply the same governance structure as laid out in the current reopening plan. Pursuant to that structure, the College will monitor the criteria included in the below guidelines to determine if circumstances warrant consideration of re-closing and if so, then request permission from the Chancellor to close down. The College will develop a reclosing plan (following the guidelines set out herein) and ensure that this plan includes the criteria listed below to determine the circumstances that warrant closure. These criteria replace any criteria previously included in the Campus Reopening Plan.

The process to shut down will be informed by a report on the rate of infection on campus. This report will be provided by the Campus Coronavirus Liaison who will report daily to the Campus Reopening Committee and to the Chancellery/COO's Office on COVID-19 exposures. This data, along with local and state data and guidance, will guide the College in its evaluation of circumstances that may warrant closure. When such circumstances are identified, the College will bring that information to the Chancellor, who will make the final decisions as to whether a campus must scale back in-person activities or pursue closure.

### Circumstances That May Warrant Closure (Updated 09/21)

**Updated 09/21:** While the intention of the College and CUNY is to move forward and bring more activity back to campus over time, the College and CUNY must also be prepared to reverse the reopening if the situation dictates.

CUNY and the College will continue to follow thresholds previously provided by New York State for determining when campus activities should be considered for scaling back or closure: Whenever the lesser of 100 individuals or 5% of the total on-campus population—inclusive of students, faculty, and staff—of a CUNY campus test positive for COVID-19 within a rolling 14-day period, CUNY Central Office will consult with campus leadership to determine the best course of action for scaling back campus activity.

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 the Hostos campus is required.

In addition to the below, the College will incorporate any guidance on relevant re-closure criteria provided by New York State in its [reopening guidance for higher education institutions](#).

#### External monitoring criteria (Updated 09/21):

- 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.

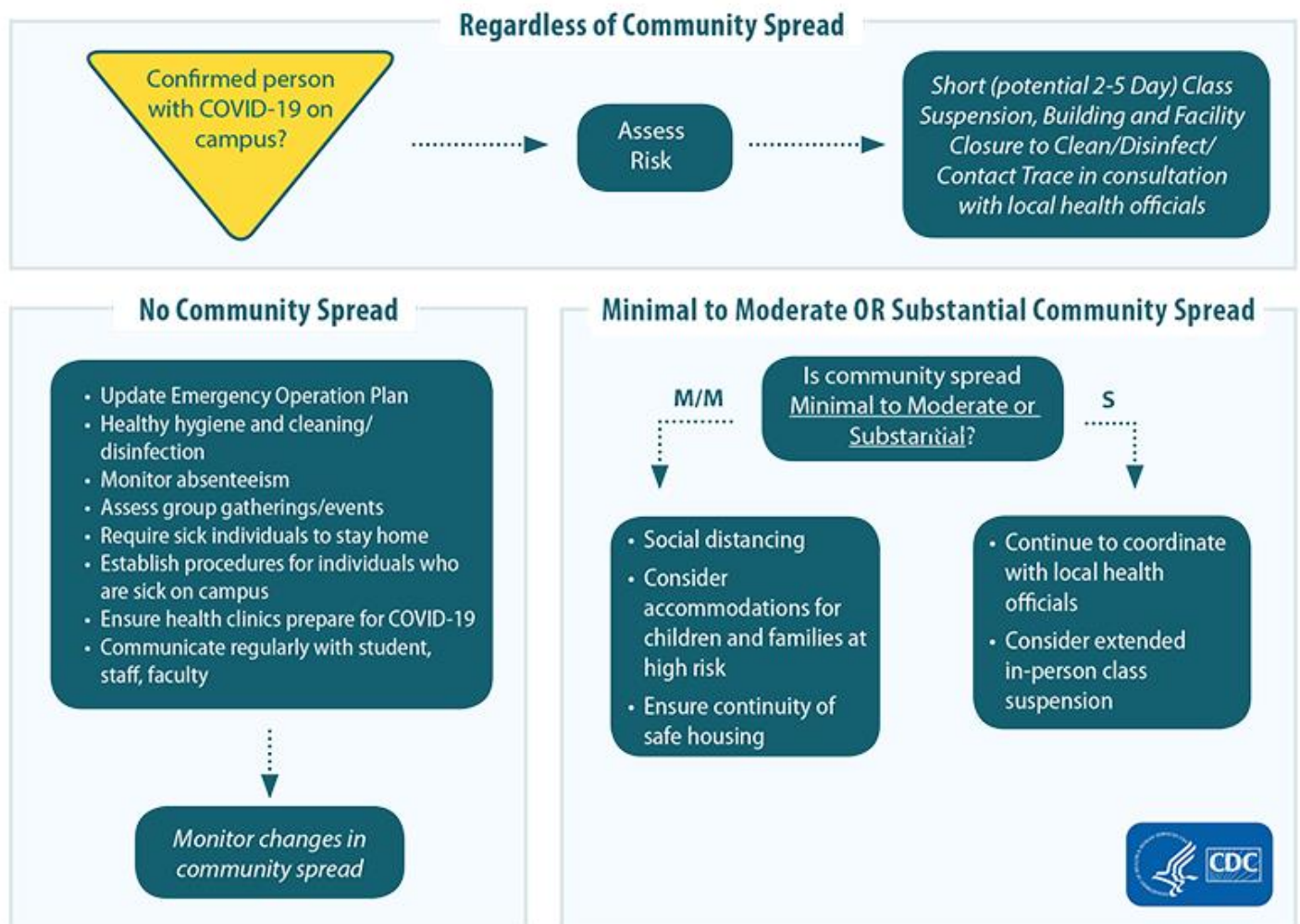
- Status of resources and infrastructure to combat contagion (e.g., PPE, health system capacity, testing and tracing).
- Compliance of greater public with COVID-19 protocols (e.g., group gatherings, physical distancing).
- Reclosing status of neighboring universities.

#### **Internal monitoring criteria:**

- Spread of infection on campus (i.e., via data reported by Coronavirus Campus Liaison including metrics on current caseload; new flu-like symptoms; spread).
- The college will follow state guidance to mitigate spread if the campus infection rate meets established thresholds. 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.
  - The New York State threshold for reclosing a higher education institution and moving to full-time remote learning is based on the number of individuals (inclusive of students, faculty, and staff) who test positive for COVID-19 within a rolling 14-day period. It is further determined as follows:
    - In general, the threshold is the *smaller* total of either a. 100 individuals, or b. 5% of the total on-campus population. If this pre-established threshold is reached, the College will immediately (1) transition all in-person learning to remote format(s) and (2) limit on-campus activities for a period of 14 days
    - If at least 25% of the total on-campus population is tested for COVID-19 each week as part of an ongoing policy of surveillance testing, the threshold is the *greater* total of either a. 100 individuals or b. 5% of the total on-campus population.
- **Updated 09/21:** The College's internal monitoring will be informed by the surveillance testing program and by information from students, faculty, and staff (such as self-reporting through [daily health screenings](#) or from campus test results) as well as any other regular reports of COVID-19 exposures on campus that should be provided by the Coronavirus Campus Liaison to the Campus Reopening Committee and the CUNY SVC for Institutional Advancement.
  - The College reserves the right to mandate random coronavirus testing for all individuals regularly on campus, whether vaccinated or not. The frequency of such testing will depend upon the COVID-19 positivity rate, among other factors.
- 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 process set out in [Part 1, Section II.](#) of this plan, the Coronavirus Campus Liaison has the primary responsibility for collecting accurate and complete data about each individual on campus with possible exposure to the coronavirus and for sharing that information with the Campus Coordinator and the CUNY SVC for Institutional Advancement.
  - **New 09/21:** The Campus Coronavirus Liaison will report information from the campus as well as surveillance testing results.
- Status of resources and infrastructure to combat contagion on campus (e.g., University health system capacity, PPE resources, Testing & tracing resources).

## Ramp Down Guidance

The CDC provides the following [Institutions of Higher Education \(IHE\) Decision Tree](#):



Based on this tree, the College will follow these guidelines:

### General

- 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 (e.g., information about testing/referrals to New York City testing sites; tracing of members of the campus community) and information about measures being applied (e.g., moving classes to remote learning and asking employees to work remotely) for the short duration of such limited closures. (See the [March 19, 2020, message from the CUNY Chancellor](#).)
- 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 II](#). of this plan.

Final decisions on shutting down particular buildings/areas, as appropriate, within the College campus (or any CUNY campus) will be made by the Chancellery/COO's Office in consultation with State and local authorities.

- The reopening plan for the College proposes four phases, moving from a soft reopening to full operations as described in [Attachment E: Phase-In Plan](#). Depending on which phase of reopening the College and CUNY is in, closure of the campus may involve reverse engineering to lower phases, up to and including a total shutdown.
- 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 transmission, healthcare staffing significantly impacted, and multiple cases within communal settings.
- The College will have communications plans in place to address questions from students, faculty and staff (See [Section II. D. Communications Plans](#)).

### **Preparation**

- The College will actively prepare plans and procedures to be ready to close particular buildings/areas within the campus or to close campus-wide in the event of a resurgence of the virus and return to essential service and workforce restrictions.
- The College will expect to move forward and backward between the above phases, and to respond with targeted shutdowns of impacted buildings/areas if a person with COVID-19 is confirmed to have been on campus, to clean/disinfect/contact trace in consultation with local health officials.
- The College 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 [the checklist that appears in the next section](#).)
- The College should 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 as per the [March 15, 2020 message from the 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 as per the [March 15, 2020 message from the 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.
- 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.

### **Shutting Down**

- With a confirmed COVID-19 case on campus, the campus will consider a short class suspension of up to 7 days for areas in which the positive occupant was present (see [Part 2, Section III.B. Tracing, Tracking, and](#)



[Isolation](#)), along with building and facility closure to clean and disinfect (see [Part 2, Section III.B. Tracing, Tracking, and Isolation > Enhanced Cleaning](#)). The campus should also contact the NYS Contact Tracer Initiative in consultation with local/State officials. Shutdowns may involve a rolling campus closure (e.g., of 14–28 days) as required by internal and external monitoring criteria.

- **Updated 09/21:** In the event of a campus-wide shutdown or a targeted shutdown of particular areas on a campus, school presidents and deans can decide at their discretion what facilities, such as libraries and laboratories, are essential.
- 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, as per the [March 15, 2020 message from the Chancellor](#).
- To minimize the risk to essential staff (including IT personnel, custodians, public safety officers, and facilities staff), general access to campus areas that are closed 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 as per the [March 20, 2020, message from the Chancellor](#).
- **New 09/21:** The college will establish protocols for ramping down research and moving to remote work if necessary.

## 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 Campus 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, Environmental Health and Safety, and Campus 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 Campus 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 (718-482-5565) of any expected incoming shipments. Include storage requirement upon arrival on campus.		
Plan ahead for any dry ice shipments and ensure they are properly stored.		



**Laboratories (Instructional)**

Task	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 pickup 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**

Task	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**

Task	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**

Task	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**

Task	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**

Task	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**

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

## ATTACHMENT G: COMMUNICATIONS PLAN (UPDATED 09/21)

Additional details of the communications plan can be found in a separate document (00.1-CampusReopeningCommunicationPlan).

### Key Messages (Updated 09/21)

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.
  - **Updated 09/21:** 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 makes changes.
  - **Updated 09/21:** We’ll continue to support distance learning and remote work as needed to help us keep the number of people on campus 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 (Updated 09/21)

#### **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](https://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.
  - **Updated 09/21:** Website content will be reviewed regularly (schedule of review depends on changes to guidance, protocols, operations, or other information).
  - Online feedback form

- Signage
  - Primarily for anyone visiting the campus, but written for a general audience
  - Specific signage information appears in the [Signage Plan \(Attachment B\)](#).
  - The outdoor screen on the A Building may 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.
  - **Updated 09/21:** Information for students will be posted on Blackboard by OAA/EdTech.
  - **Updated 09/21:** Information for students will be sent by Health and Wellness.
- 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](https://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](https://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.
- **New 09/21:** Hostos Distribution and Student Distribution Lists:
  - Campus-wide emails will amplify important information posted to the website and refer people back to the webpage for additional information.
- 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 the COVID-19 communications ([covid19@hostos.cuny.edu](mailto: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](https://hostos.cuny.edu/ready)
  - A new page will be located at Hostos/ready/safe campus.
  - 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 appropriate physical distance from others, have no COVID-19 symptoms or exposure, and complete any mandatory 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 pre-visit and entrance protocols, such health check-ins to screen for people who may have COVID-19 (or another infectious disease), proof of vaccination, or COVID-19 testing.
    - 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 restrooms, 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, as relevant.
  - Specific trainings coordinated by the Campus Liaison or Office of Environmental Health and 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 COVID-19 communications email address ([covid19@hostos.cuny.edu](mailto: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 public health behaviors, any required 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
  - **Updated 09/21:** Reminder messages that staff & faculty must complete required training from Human Resources, as relevant.
  - **Updated 09/21:** Reminders of new protocols for coming on campus will be sent by Public Safety when responding to visit requests.

*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, as relevant.
- Reminders of new protocols for coming on campus.

***Distance Learning and Student Services Communications****Audience: Students and prospective students*

- Website: [hostos.cuny.edu/ready](https://hostos.cuny.edu/ready)
- **Updated 09/21:** We'll update and maintain links to relevant 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](https://hostos.cuny.edu/ready)
- **Updated 09/21:** We'll update and maintain links to relevant 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](https://hostos.cuny.edu/ready)
- Provide information about CUNY-wide training coordinated by Human Resources, as relevant.
- Provide information about the specific trainings coordinated by the Campus Liaison/Office of Environmental Health and 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, as relevant.
- Information about specific trainings that will be coordinated by the Campus Liaison/Office of Environmental Health and Safety.

### **Mental Health Communication**

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

- Website: [hostos.cuny.edu/ready](https://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 (Updated 09/21)**

- **Updated 09/21:** The Communications Team may work with the Campus Coordinator, Campus Liaison, and CUNY Central to prepare and distribute communications in the event a case is confirmed on campus, as determined by CUNY protocol.
- 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.
- **Updated 09/21:** As per CUNY guidance, the Communications Team may 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 will be prepared and updated by the college and approved by CUNY Central Office before use.

- **Updated 09/21:** College-wide updates of positive case numbers may be posted on the New York State Dashboard or a CUNY-managed website. They are not posted on the website or social media channels.
- In addition to contact tracing efforts and depending on CUNY protocols, the College may communicate to the Campus Reopening Committee and campus at large on instances where someone who tests positive for COVID-19 has been on campus.
  - As of August 25, 2021, CUNY publishes safety metrics through its [COVID-19 Safety Tracker](#). Results are listed by campus/facility and include data from its testing pool (including unvaccinated faculty, staff, and students coming on campus) and self-reported positive cases (results from outside of the University’s program/sites). Note that confirmed cases on campus are no longer broadcast through Collegewide emails.
  - If the New York State School COVID Report Card is in use, cases where the individual was not on campus are not communicated but will appear on the College’s [COVID-19 Report Card](#) page. (Note: As of August 2021, this dashboard is no longer updated by New York State.)
- For confirmed cases that result in partial or full closures, see Emergency Closing Communications plan.

## Ramp Down/Shut Down Communications (Updated 09/21)

- **Updated 09/21:** The Emergency Closing Communications Plan will be deployed if a ramp down or shut down of the campus is deemed necessary (as per CUNY guidelines).
- The Campus Coordinator will communicate the decision to scale back or close operations to Communications Team.
- **Updated 09/21:** The Communications Team will prepare communications to the campus community aligned with other COVID-19 messaging and in consultation with CUNY Central Office. 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](https://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 (Updated 09/21)

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 and months.

***Universal signage: Current and ongoing***

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

***Campus Reopening Update: August 2020***

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 resume 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 2020***

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 an opportunity to provide information supporting the mental health of our community as we start a new semester of distance education and remote work.

***Phase 2 Reopening Update: Planned July and August 2021***

Once the Phase 2 revisions to the Hostos Campus Reopening 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 second 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.

Most staff and faculty will return to work on a part-time basis, and additional teaching and learning will return to 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 continue to share what is included in Phase 2 reopening (expected start on August 2, 2021), what health and safety measures have been undertaken by the College, campus guidelines for those coming on campus, and how we'll prepare for a possible [ramp down or reclosing of the campus \(Attachment F\)](#) if necessary.

**Campus Health Updates**

General email messages may 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 of 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 provides us with a consistent opportunity to amplify a message within this communication campaign.

- Fall 2020: Because most operations continued remotely during Phase 1, a limited number of general email messages were sent. The messages that were sent were primarily used to amplify messages within this communication campaign and campus protocols. Messages were sent through the COVID-19 Communications email address to the Hostos Distribution list (staff and faculty) and current student distribution list, with additional copies to key personnel at CUNY Central Office
- Spring 2021:
  - During the semester, weekly campus reopening information has been included in a President's Office newsletter, [\*El Semanario Hostosiano/The Hostos Weekly\*](#). Information for the week is prepared by close of business Mondays for inclusion in that Friday's newsletter. *El Semanario* is distributed by the President's Office email address and other college communications channels.
  - Additional messages to highlight information about campus protocols and campus reopening have been sent out, particularly as we prepare the college community for additional on-campus activity before and during the Fall 2021 semester (Phase 2, starting August 2021). Messages are sent through the COVID-19 Communications email address to the Hostos Distribution list (staff and faculty) and current student distribution list.
  - Messages advertising relevant community events (e.g., informational events, temporary vaccination sites) have also been distributed to the campus through the COVID-19 Communications email address.

**Updated 09/21:** If campus updates on confirmed cases are sent by the college, they will be sent as soon as possible and when needed. Content of these emails is based on a template, and general details are added and reviewed by the Campus Liaison and CUNY Central Office before distribution. Messages are sent through the COVID-19 Communications email address to the Hostos Distribution list (staff and faculty) and current student distribution list, with additional copies to key personnel at CUNY Central Office.

**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 (UPDATED 09/21)

### 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 these screenings.

*Note: If daily health screenings (as outlined below) are not required by the New York State Department of Health (NYSDOH), the following may occur:*

- Similar protocols for the College may be established and implemented according to CUNY guidelines
- The College may employ other pre-visit and entrance protocols such as [proof of vaccination or COVID-19 testing](#).

#### Procedure

##### **Designated Screeners:**

- Screeners must be a mid-level supervisor or a health care professional.
- Prior to conducting screening activities, screener must complete the [New York State COVID-19 Daily Screening Program Information for Screeners](#) by logging in to their [CUNY BlackBoard](#) account.
- For assistance with accessing or completing the training, contact Hermina Reyes (718-518-6857) in the Human Resources Office, at [hreyes@hostos.cuny.edu](mailto:hreyes@hostos.cuny.edu).

##### **Records Management**

- 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.
- Screeners must only disclose information about sick individuals to the Director of Human Resources, or his designees, and the designated Coronavirus Campus Liaison.
- Screeners and the College cannot share any specific health data that can personally identify an individual. Health information (e.g., temperature) must not be collected by screeners.
- 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.

##### **Screening Procedures (Updated 09/21)**

When mandated by New York State, all students, faculty, staff, and visitors entering HCC-owned or leased premise must be screened prior to arrival on campus except in emergency situations.

**Updated 09/21:** CUNY discontinued the use of the Everbridge Daily Symptom Checker effective August 16, 2021, and of Everbridge Vax Pass effective September 27, 2021.

#### ***Daily Symptom Screenings (Updated 09/21)***

- **Updated 09/21:** Daily screenings of symptoms are managed through Everbridge. Students, faculty, and staff are required to complete the Everbridge Health screening prior to coming to campus through one of the following methods:
  - Screening through the Everbridge app Daily Symptom Checker. The app is completed prior to arriving on campus; approval is confirmed upon arrival on campus and temperature is taken by the screener.
  - Screening with the Everbridge Daily Symptom Checker emails. The email questionnaire is completed prior to arriving on campus; approval is confirmed upon arrival on campus and temperature is taken by the screener.
- Screening must be performed before employees report to their office or work location. Employees must be re-screened every 12 hours if they continue to work on campus.
- All individuals must show that they have received a “Access Approved” designation through the Everbridge Health screening before they are allowed to enter any Hostos facility. (“Access Approved” indicates the individual answered “No” to all daily health screening questions.)
- Additional temperature checks will be completed by screeners are completed at building entrances. The temperature check should be completed within the first hour of reporting to work.
- 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 permitted on campus are expected to complete a health screening upon arrival on campus.
- If any of an individual’s answers to the daily health screening questions change to “Yes” after the screening or while at work (indicating they suspect they have been exposed to or have symptoms of COVID-19), they should inform a supervisor and wait for further instructions.

#### ***Protocol for Designated Screeners to Safely Check 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.

#### ***Verification of Vaccination or Negative COVID-19 Tests (Updated 09/21)***

**Updated 09/21:** Every visitor to Hostos campus, whether accessing indoor or outdoor spaces, must provide proof to Hostos that they (i) are fully vaccinated or (ii) have had a negative COVID-19 molecular (PCR) test performed by an accredited lab no more than 7 days prior to the visit.

- CUNY may mandate proof of vaccination or a recent negative COVID-19 test as part of its pre-visit and building entrance protocols. This requirement may either: A. be implemented in addition to health screenings through Everbridge, or B. replace the Everbridge health screening process.
- Based on CDC guidance, CUNY may stop entry screening (Everbridge self-reporting) and rely on individuals to stay home when they are sick. Beginning August 2021, CUNY will end use of Everbridge daily health screenings and switch to requiring proof of vaccination or a negative COVID-19 test.
- All students, faculty, staff, and visitors coming to campus may be required to utilize the New York State [Excelsior Pass](#) to confirm proof of a COVID-19 vaccination or a negative result from a recent COVID-19 test. Individuals who do not or cannot use the Excelsior Pass (such as those vaccinated outside of New York State) will be asked to confirm proof of vaccination or a recent negative COVID-19 test result using other means.
- **Updated 09/21:** Pre-visit/building entrance protocols employing proof of vaccination or COVID-19 testing are as follows:
  - **Updated 09/21** All CUNY students must be fully vaccinated to attend in-person or hybrid classes or to come on campus in Fall 2021, as per [CUNY guidelines](#). Exceptions may be made for religious and medical exemptions, as required by law.
  - Any individual visiting the College who does not share proof of vaccination will be presumed unvaccinated. Those individuals must show a negative COVID-19 test taken no more than seven (7) days prior to the campus visit. This includes:
    - **Updated 09/21:** Any student accessing the campus MUST be vaccinated except when granted religious exception or medical exemption. This includes students not taking in-person classes who wish to access campus areas or offices. Exceptions may be made for some emergency/critical services, as determined by the College.
    - Faculty, staff, and visitors who do not share proof that they are vaccinated.
    - *Exception:* Faculty, staff, and students who have tested positive for COVID-19 will not be required to test for 90 days. They will resume the required COVID-19 testing frequency after that period and must share proof of a negative test within that time period or note from a medical doctor.
  - Anyone who arrives at the campus without a negative COVID-19 test or proof of vaccination will be denied entry and informed of the testing requirement.
- **New 09/21:** Visitors who are on campus for 30 minutes or less per visit do not have to comply with any COVID-19 vaccination or surveillance testing requirements applicable to CUNY staff unless the visitor expects during that time to be less than 6 feet distant of another person for a total of 15 minutes or more.
- **New 09/21:** Visitors under the age of 12 do not have to comply with any COVID-19 vaccination or surveillance testing requirements unless they are enrolled in programs, but are subject to mask requirements. Testing requirements for visitors under 12 years old are described in the following chart.

***New 09/21: Policies for Minors under 12 Years Old***

TYPES OF UNDER 12 GROUPS	DESCRIPTION	CUNY PROTOCOL
1. Accompanying a visitor	Children accompanying a visitor who have business to tend to on campus for a limited time.	Exempt from testing. Require masking for those 2 and up.



2. Attending events	Children attending an event, performance, or assembly where a large group will congregate for an extended period.	Exempt from testing. Limit access on campus. Require masking for those 2 and up; enforce social distancing.
3. Enrolled in programs	Children who routinely come to CUNY facilities to participate in a program.	Require Weekly Testing. Require masking for those 2 and up.

### **Monitoring / Tracing Plan**

- The College has formed a contact tracing team that will work with the College Campus Coordinator and Campus 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 required by the NYS mandated tracking unit.
- The Campus Liaison will lead the College's tracing team. Along with the Campus Liaison, staff in Student Health Services and Human Resources will be designated to handle on-campus contact tracing for employees and students at the College.
- The college contact tracing 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.

### **Confirmed Positive Notification to Coronavirus Campus Liaison/Coronavirus Campus Coordinator**

- Upon receiving notification of a positive test, the Campus Liaison/Campus 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 Coronavirus Campus 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 a mandatory self-quarantine (see current [CUNY guidelines for self-quarantine](#)). For employees, HR will work with the Coronavirus Campus Liaison and the Contact Tracing team.

### **Potential Positive Symptom Presentation of Students, Faculty, Staff, or Visitors 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 (see [Part 2, Section III.B. Tracing, Tracking, and Isolation > Isolate and Transport Those Who are Sick](#)) 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 Campus Coordinator or 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 or 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 D: Cleaning and Disinfection Plan](#)).

## ATTACHMENT I: CAMPUS REOPENING COMMITTEE

### Coronavirus Campus Coordinator and Coronavirus Campus Liaison

The [CUNY Guidelines for Safe Campus Reopening](#) state that the Campus Coordinator, Campus Liaison, and Campus Reopening Committee are all required for the reopening process and that they are also all crucial communications plan stakeholders.

The **Coronavirus Campus Coordinator** leads the Campus Reopening Committee. The Campus 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 and related documents.<sup>3</sup> All final decisions related to the campus reopening will be made by the Coronavirus Campus Coordinator. *Senior Vice President Esther Rodriguez-Chardavoyne (Senior Vice President of Administration & Finance)* serves as our Campus 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). *Christine Dias-Singh (Executive Director of Human Resources)* serves as our Liaison.

Both the Campus Coordinator and Campus Liaison may delegate tasks as necessary to continued operations of the college, though they hold ultimate responsibility for these activities outlined above.

### The Campus Reopening Committee

The **Campus Reopening Committee** assists with the preparation, review, and implementation of the Campus Reopening Plan. The College has the responsibility to ensure all health and safety protocols are met and will share this information will be shared with the Committee. If necessary, the Committee will also serve as the Campus Closing Committee to implement the campus reclosing plan.

Within the Campus Reopening Plan, “Campus Reopening Committee” may refer to the committee group, or to members of the committee directly engaged in reopening operations. This is particularly true for committee members who handle private information as part of their regular campus roles. This, plus any changes to roles and responsibilities between the Campus Reopening Committee, Coronavirus Campus Coordinator, and Coronavirus Campus Liaison over the time the Campus Reopening Plan is active, reflect feasibility and privacy concerns. Therefore, the College notes the following:

- In its commitment to protecting and respecting individual privacy, the College may make changes to reopening processes and the plan to provide information to the Campus Coordinator or Campus Liaison instead of the Campus Reopening Committee (individual members or the group).
- The College may inform or work with individual members of the Campus Reopening Committee (rather than the group) based on privacy concerns, or how a specific reopening process links to existing roles or existing campus business processes.

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

- When appropriate, information may be shared directly with the committee group or with the entire campus community (inclusive of the committee group).

Campus Reopening Committee members hold the critical role of communicating about and supporting the Reopening Plan and its processes. As such, committee members represent college community stakeholder groups for the communications plan and the reopening plan. Committee membership is also based on recommendations from the CUNY Coronavirus Planning Task Force.<sup>4</sup>

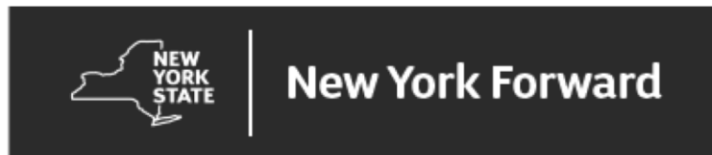
**Updated 09/21:** As of October 2021, the current Campus Reopening Committee members are:

- Esther Rodriguez-Chardavoyne – Senior Vice President of Administration & Finance (*Coronavirus Campus Coordinator & Committee Chair*);
- Christine Dias-Singh – Executive Director of Human Resources (*Coronavirus Campus Liaison*);
- **Updated 09/21:** Su Ng – Associate Director of Operations for Administration & Finance (*Communications Plan Owner & Reopening Communications Team member*);
- 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*);
- Chief Arnaldo Bernabe – Director of Public Safety;
- Zack Korenstein – Environmental Health & Safety consultant for Hostos;
- Frank Virone – Chief Administrative Superintendent, Campus Operations;
- Craig Bernardini – Associate Professor of English and PSC-CUNY Representative;
- Sarah Brennan – Executive Associate to the Provost;
- Nicole Campos – Student & CCSD@Hostos student leader;
- Evelyn Fernández-Ketcham – Executive Director of Workforce Development;
- Johanna Gomez – Assistant Dean of Students;
- **Updated 09/21:** Diana Kreymer – Chief of Staff, Office of the President (*Reopening Communications Team member*);
- **Updated 09/21:** [Currently vacant – representative for Office of 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

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

## ATTACHMENT J: AFFIRMATION FORM



### 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**

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