

# Attachment E: Phase in Plan

August 2020 – Phase I

## **Attachment E: Reopening Phase Plan**

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

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

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

To start with, in Phase I:

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

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

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

- All employees are encouraged to continue to work remotely when feasible.
- Activities/areas/departments that can open: all essential areas and activities that were on-site in Phase 0 will continue (ex. Mailroom, food pantry, facilities)
  - In-person Courses – only approved academic programs that require in person/hands on instruction in early stages
  - Clinical health care courses – must provide a plan to the Provost and Administration for approval prior to scheduling any courses
  - Enrollment and Advisement Services – must provide a plan coordinated with the related departments
  - Humanities: Art/performance/media – access to special equipment only for minimal amount of time; must provide a plan to the Provost and Administration for approval prior to scheduling any courses
  - Sponsored, time-sensitive research must provide a plan to the Provost and Administration for approval prior to being on campus
  - Construction with essential workers
- Campus reopening plans will be communicated with faculty, staff and students as per the College’s communication plan.
- Those approved to be on campus:
  - Percent of building capacity/# of people – Anyone on-campus must be approved first by the Campus Coronavirus Coordinator.  
Faculty, staff, and students should be on campus the minimal amount of time necessary; if it is for a course, faculty and students should leave the campus once the class has ended.
  - Students should be limited to active classrooms, open service areas, and transit corridors.
- Preventative measures:
  - Mandatory face coverings (provided to faculty and staff; department provides for clinical students), 6 feet of physical distancing, cleaning/disinfecting protocols and schedule, monitoring,

daily screening of those entering a building, required online trainings for employees and students, proper signage, directional signs (e.g. floor decals)

- All faculty and staff must
  - have the approval of their Division VP and the Campus Coronavirus Coordinator in order to be on-campus
  - have passed the screening
  - be on the approved list with Public Safety.
- Continued remote courses / classwork in the event of a ramp down or closure.
- Students should be on a daily roster. Once they pass the screening, the program can then provide an approved list to Public Safety.
- Employees in shared workspaces will coordinate their schedules so they are staggered
- General Guidance for Enclosed Spaces will be followed as detailed in the plan for Phase I
- Threshold to move to the next phase:
  - Assessment process – examine as phases progress
    - Begin planning for next phase early so that it's successful
  - In person classes and labs: Plans will be developed pending notification from the University that the College can move forward to the next phase. It will be approached on a semester by semester basis.
  - Track campus and community rates:
    - No increased risk of infection, a decline in COVID transmissions in the city and minimal transmission on campus
  - Increased in PPE, Staffing/budget considerations to move to next stage
- Thresholds to remain in the phase longer than planned:
  - Incidence of COVID-19 on campus that is not successfully contained.
  - Increase in COVID cases in the city
  - Public transportation risk
- Threshold to revert to a prior phase:
  - Significantly increasing infection rates on campus that were not successfully contained
  - An increase in COVID cases citywide
  - See ramp down section

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

- All employees are encouraged to continue to work remotely when feasible.
- Activities/areas/departments that can open with individualized approved plans:
  - Essential on-site activities from Phase I will continue
  - Increase in-person courses/programs that cannot be effectively delivered at a distance, such as those courses which are highly experiential or are dependent on access to campus infrastructure, and/or require in-person instruction based on regulatory requirements
    - Individual approved plans will still be required
    - Lectures that have been conducted successfully in a remote capacity will continue to be online
  - Additional construction and maintenance projects as needed
  - Increase in student educational support services
- General Guidance for Enclosed Spaces will continue to be followed as detailed in the plan for Phase I
- Preventative measures:
  - refer to Phase I
- Threshold to move to the next phase:
  - refer to Phase I
- Thresholds to remain in the phase longer than planned:

- refer to Phase I
- Threshold to revert to a prior phase:
  - refer to Phase I

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

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

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