



Brooklyn College
Campus Re-opening Plan
July 10, 2020

INTRODUCTION

This document sets forth a Phasing-In Framework for critical on-site research and academic activities at Brooklyn to ensure reentry is conducted in a safe and orderly manner. New York State reopening guidance for higher education in New York City continues to evolve. In addition to adhering to state guidelines and other local, state, and federal requirements for higher education, the College is planning in advance and engaging our partners and colleagues in similar institutions to prepare to reopen our campus facilities.

As the pandemic evolves, guidance from public health authorities and local, state, and federal requirements are likely to change. The College is staying current with any changes to public

health guidance and state and federal requirements. The College phasing in plans are staged and slow enough to ensure learning from operational and safety issues that arise in order to adjust procedures and processes. We are considering support staffing and supplies required to support reentry and expand work and academic activities. Until an effective cure or vaccine is widely available, Brooklyn College will prioritize working remotely wherever possible.

COLLEGE REENTRY TASK FORCE

The President leads the Response and Reentry Task Force of 30-plus members consisting of faculty, staff, and students who are working diligently to develop guidance for the reopening of our campus focused on both phasing in onsite research and a return to in-person learning when it is safe to do so. The three most important factors of the plan are:

- Protecting the health and safety of our faculty, students, staff and the broader community
- Maximizing the academic success of our students and the faculty in their research and creative activities, and
- Meeting the expectations of University and New York State, with a focus on public health requirements

The Task Force is organized by seven subcommittees: (1) Reentry Review Board; (2) Academic Continuity; (3) Administrative Continuity; (4) Facilities Readiness; (5) Campus Community Readiness; (6) Remote Work; and (7) Communications/Accurate Information. They have been charged with developing elements of a Campus Reentry Plan to reopen efficiently and safely. The subcommittees meet frequently and identify best practices and strategies that include long-range planning for in-person instruction.

KEY GUIDING PRINCIPLES

Safety - Brooklyn College, in coordination with CUNY, adheres to local and state public health guidance to ensure safety for on-campus activity. The College continues to prioritize remote learning and work arrangements in the absence of a vaccine or cure. This protects faculty, research students, and staff and support personnel who enable research. Flexibility and accommodations for those with health-related vulnerabilities or living situations that put household members at increased risk are key to these plans.

Compliance – Guidance and standards issued from local, state, and federal public health agencies and the University inform College planning and implementation procedures. The College will establish means to monitor, report, and investigate safety concerns.

Staged Resumption & Return –As we expand onsite campus activity, each phase will be staged to expand at an incremental pace reaching a maximum occupancy of 50%. Stage 1 involves highly restricted access and will be limited to researchers with approval to prepare the workplace for their return. Stage 2 involves expanded access to approved research, limited access to library research materials, and expansion of support services. Stage 3 is less restrictive. Stage 4, which involves in-person instruction, will only begin after CUNY and NYS approve the resumption of onsite educational activity in Phase 4 of the NYS reopening plans.

Flexibility – Much remains unknown about COVID-19. Until a vaccine or cure exists, the College needs agile processes to enable the quick reinstatement of a full or partial campus closure in the event of a new wave of outbreaks or in the face of emerging exposure concerns.

KEY POINTS OF READINESS

Campus-wide protocols and procedures are organized around four categories:

1. Keeping Everyone Safe
 - a. Staged Resumption of Onsite Activity
 - b. Campus Access Control
 - c. Facilities / Cleaning and Disinfection
 - d. Operational Considerations and Use of Campus
 - e. Protective Equipment
 - f. Positive COVID-19 Case Protocols
 - g. Monitoring and Enforcement
2. Keeping the Workforce Safe
 - a. Employee Screening Protocols
 - b. Campus Reentry Safety Programs
 - c. Workplace Safety Procedures
3. Keeping Students / Visitors Safe – pending
 - a. Operational Strategies to limited time on campus
 - b. Seating
 - c. Access
 - d. Additional considerations
4. Informing Everyone
 - a. Communication Strategies
 - b. Universal Signage
 - c. Posting of Plans
 - d. CUNY

The following describes key characteristics of each category.

I. Keeping Everyone Safety

A. Staged Resumption of Onsite Activity

Onsite campus activity is staged to expand at an incremental pace reaching a maximum occupancy of 50%. Each stage is described below.

Stage 0 (Essential personnel only) – Campus activity is at its most restricted as during NYS On Pause 2020 or during any subsequent outbreaks affecting the campus. Only pre-authorized, essential personnel (or researchers conducting typically COVID-19 related work) are allowed to work in person on campus. The definition of essential industries and related personnel is defined in coordination with CUNY and under local and state guidance. For research, this includes personnel required for critical research material and equipment maintenance.

Stage 1 – Stage 1 begins when the NYC Region enters Phase 1. It includes limited onsite activity primarily related to developing and implementing institution- and building-level safe workplace processes and procedures to slow the spread of COVID-19, including establishing health and safety protocols, personnel training and communication, health monitoring plans, and the means to report unsafe conditions. Requests from researchers and other operational units to resume onsite activities are considered under a formal review process by the Institutional Reentry Review Board.

Stage 2 (up to 50% on site capacity) – Stage 2 begins contingent on approval by the Reentry Review Board and follows NYS, NYC, and CUNY re-opening benchmarks. Stage 2 may include expansion of on-site access to approved high-priority research and equipment and material distribution to support remote learning and work.

Stage 3 - Stage 3 begins when there is no increased risk of infection associated with NYC Region's Phase 2 reopening. Stage 3 lasts a minimum of two weeks and adheres to additional NYS, NYC, and CUNY re-opening benchmarks. It includes the expansion of onsite access for approved research.

Stage 4 - Stage 4 expands on-site access to include undergraduate and high school students. The campus provides access to highly valued resources such as the library and research materials, study space, and computer or internet access. In-person instruction under Phase 4 of the NYS reopening plan is not synonymous with Stage 4 but likely can only begin after CUNY and NYS approve the resumption of onsite educational activity.

Stage 5 –Stage 5 represents a return to business as usual with full operations and building occupancy up to 100%; it can only be triggered once there is broad access to an effective vaccine, mass immunity confirmed by anti-body testing, and effective and widely available treatment, and/or by executive order of the NYS Governor, NYC Mayor, or CUNY Chancellor.

B. Campus Access Control [Appendix A. Campus Access Protocols & Training]

Access to the campus is regulated and monitored through Campus and Community Safety Services (CCSS). Personnel must be pre-approved for access by their supervisor and have an active BC Navigator account. Controlling access helps verify campus buildings do not exceed occupancy limits, ensures workforce screening and training, and helps log close contacts of every person at the work site or area, such that all contacts may be identified, traced, and notified in the event an employee or visitor is diagnosed with COVID-19.

Personnel arrive wearing a face covering, show their BC Navigator ID to the attending gate officer, and report their destination. One-time access is not reflected in BC Navigator. Personnel must request access through their Vice President or Provost; the list of approved, one-time access is maintained by CCSS.

Once on campus, all staff must abide by safety protocols. All are instructed to follow signed building access points and unidirectional signage to prevent unintended staff congestion.

Contractors must work through their campus point of contact to submit an access request form. Students, visitors and guest are not allowed on campus at this time.

C. Facilities / Cleaning and Disinfecting [Appendix B. Facilities Readiness Checklists]

- i. Promoting Hand Hygiene - Hand sanitizer stations (at least 60% alcohol) are available at the entrances to all buildings. The campus has limited amounts of these supplies and will restock or add as able. Frequent and vigorous hand washing is promoted, including through signage at sanitizing stations. The Custodial Services staff log regular inspections of restrooms throughout the day to ensure availability of warm running water, hand soap, disposable hand towels, and lined garbage cans.

- ii. Physical barriers – Clear barriers/sneeze guards at counters and other high traffic points of interactions, e.g. food pantry, public safety stations, library, reception areas, are either available or will be installed as areas reopen.
- iii. Building systems – Domestic cold and hot water fixtures are periodically flushed, HVAC filters changed, and lighting verified as part of reentry. In buildings with central air, the campus is confirming supply and exhaust fans are in working order and exploring whether % outdoor air ventilation can be increased. Locations without central air are being evaluated for opportunities to reoccupy, including operable windows and functioning window exhaust fans.
- iv. Redefining spaces – In common areas, unnecessary items, especially those with soft, porous surfaces, e.g. rugs, curtains, are being removed. Furniture and tables may be relocated to provide visual cues to promote physical distancing.
- v. Cleaning & disinfection – Workplace cleaning procedures involve regularly cleaning and disinfecting high touch surfaces in common areas (four times daily), bathrooms (twice daily), and occupied departmental offices and suites (once daily) follow NYS Health’s “Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19”. Procedures account for varying application methods, depending on equipment availability and disinfectant. Supervisors monitor frequency and effectiveness of these procedures and ensure essential personnel safety.

In addition, all members of the campus community with access are instructed to help keep their individual work area clean. Commonly shared tools, equipment, and workstations must be disinfected before and after use. Disinfectant and cleaning supplies, including disinfecting wipes, are provided so individual workspaces can be wiped down at the beginning and end of the shift.

D. Operational Considerations & Use of Campus

- i. Space planning [Appendix C. Facilities Planning Space Analysis - WEB Computer Lab workstations]– The following steps are being taken to de-densify and support physical distancing: 1) analysis of common areas, student study spaces, and exterior green spaces for occupancy loads and capacity for 6’ distancing up to a maximum of 50% occupancy; 2) identification of and setting maximum occupancy limits for tight, confined spaces such as elevators, small offices, equipment, storage closets, etc.; 3) designation of preferred access points, amenities ie. bathrooms, to minimize congestion and control cleaning details.

- ii. Perambulation – Signage and floor markers are being posted to cue occupants on recommended traffic flow in corridors, stairwells, entrances and exits to minimize passing in halls and doorways.
- iii. Food/Beverage on Campus – Vending machines are not in service. No storage of food/beverage is allowed in shared refrigerators. Additional guidance can be found under “Keeping the Workforce Safe”.
- iv. Water Fountains – Drinking water fountains are being taken out of service to avoid use with signage directing occupants to the use touchless water bottle refilling stations located in the building. Personnel are instructed to bring their own water bottles when coming to campus.
- v. Elevators – Personnel are encouraged to take the stairs when possible to free up the elevator for those requiring its use. When riding the elevator, all are instructed to follow posted maximum occupancy signage, wear masks, avoid touching buttons or other surfaces, and practice hand hygiene upon departing from the elevator. Floor markers establish queues in elevator lobbies.
- vi. Restrooms - With the campus at <50% capacity, access to restrooms is consolidated to predesignated locations to facilitate frequent cleaning and monitoring. Signage and markers are being installed to ensure social distancing. For small restrooms, occupancy is restricted through vacancy flagging. Floor markers will be used to establish queues outside restrooms.

E. Protective Equipment

The College maintains a three-month stock of essential COVID-19 supplies. Sourcing, purchasing and distribution of face coverings, COVID-19 related personal protective equipment, and cleaning materials is centralized. Personnel must arrive at campus wearing a face covering; thereafter, reusable face coverings are issued.

Distribution of COVID-19 related supplies is managed by EHS. A weekly supply of disposable masks and PPE (gloves, coveralls) is issued to staff depending on job task and work environment. Disposable masks are available for contractors and others with authorization to access who do not have a face covering per New York State executive order.

Issuance of face covering includes instruction on how to properly wear, store, and dispose of face coverings. Signage reinforces this message.

F. Positive COVID-19 Case Protocols

- i. The College has appointed Human Resource Director of Recruitment and Instructional Staff, Ayana Murray-Richards, the primary COVID-19 Campus Liaison. Additional liaisons will be identified for every shift. The Liaison reviews confidential information related to screening/testing and is responsible for initiating the immediate notification of local and state health officials of a positive COVID-19 test result.
- ii. Mandatory Reporting - If an employee or visitor begins to experience symptoms consistent with COVID-19 during or outside work hours, or if an employee or visitor tests positive for COVID-19 while on campus or subsequently, the College requires the individual to immediately disclose this information to the COVID-19 Campus Liaison.
- iii. Initial Response - Steps to be taken by COVID-19 Campus Liaison include providing such individuals with information on healthcare and testing resources, and the immediate notification of Brooklyn College President's Response Team, CUNY administration, and local and state public health departments. Additionally, the Liaison reviews health screening data, campus access logs, and other data to confirm the following information, if possible:
 - When was the individual last on campus? Where—building, room/s, route they walked and for what period of time where they in the building?
 - When did they first develop symptoms?
 - What common areas in the building and within the premises did they visit? What meetings did they attend?
- iv. Who were they in recent close contact with (i.e. within six feet for more than 10 minutes)?
- v. Confirmed Case Communications – When a COVID-19 case associated with time spent on campus is confirmed, personnel receive an email similar to the following:

“We have been alerted to a confirmed case of COVID-19 (Coronavirus) on campus in [building]. This individual was last in the building on [date]. The building will be closed for 24 hours to enable us to provide enhanced cleaning and disinfection to common and affected area(s). The rest of the campus will remain open under normal operating conditions. At their discretion, and in consultation with their supervisor, individuals may elect to work remotely. If you learn of any other confirmed cases within the building, please alert the TBD immediately so that appropriate measures can be taken. We appreciate your cooperation and patience during this time.”

- vi. Confirmed case cleaning - When notified of a confirmed case of COVID-19 in the building, Facilities performs enhanced cleaning and disinfection to the affected common areas of the building as recommended by the CDC, focusing on high touch surfaces. In accordance with the CDC, if it has been more than 7 days since a person with suspected/confirmed COVID-19 visited or used the facility, treatment above standard cleaning and disinfection is not necessary. However, requests for above standard cleaning can be made.
- vii. Return to work - The COVID-19 Campus Liaison refers to the “Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure” in assisting the College to develop protocols and policies for individuals seeking to return to work after a suspected or confirmed case of COVID-19 or after the employee had close or proximate contact with a person with COVID-19.

G. Monitoring and Enforcement

The College has appointed Don Wenz, Director of Campus and Community Safety and Services, and Carrie Sadovnik, Director of Environmental Health and Safety, as site safety monitors to ensure compliance with this plan. Compliance is promoted through various means, including email, universal signage, formal workforce attestations and visitor notification, and posting of plans around campus, to announce campus policies. Adherence to policy and protocol is consistently monitored with compliance incorporated into existing safety and security inspection procedures. In addition, personnel are encouraged to:

- Report any unsafe conditions, including signage, occupancy limit concerns, disinfecting protocols, to ehs@brooklyn.cuny.edu and to report non-compliance with face covering or social distancing rules to CCSS at x 5511
- Report issues to their supervisor and/or their Senior Vice President or Provost, and/or
- Submit concerns anonymously via the Coronavirus Question Submission Form here: <http://www.brooklyn.cuny.edu/web/about/offices/studentaffairs/health-wellness/coronavirus/form.php>

II. Keeping the Workforce Safe

A. Employee Screening Protocols [Appendix D]

All authorized personnel are required to complete a remote health questionnaire (see link and questions in Appendix D) as a daily prerequisite before reporting to work. Any person who screens positive for COVID-19 symptoms or other risk factors will not be allowed to enter the campus. The College is developing an alternate, security-gate protocol for personnel who are unable to complete a remote screening prior to arrival. No in-person screening requiring

personal protective equipment will be performed. Personnel involved with screening activities are being trained by the Office of Environmental Health and Safety on CDC, DOH, and OSHA protocols. Personnel screening protocols may change dependent upon guidance received from CUNY.

Positive screening and testing results and related data, including vulnerable medical conditions, are treated as confidential and separate from an employee's personnel files. The COVID-19 Campus Liaison, Ayana Murray-Richards, will follow up with individuals screening positive for COVID-19 symptoms and will provide the individual with healthcare and testing resources. Employee screening is implemented on a nondiscriminatory basis, and all information is treated as confidential medical information. The identity of any worker exhibiting a fever or other COVID-19 symptoms is shared only with members of College management who have a true need to know. Supervisors and Deans/advisors only receive information on whether the screening was completed and/or whether the person subject to the process is advised not to access the campus. Individual answers are not accessible.

B. Testing, Tracking, Tracing, And Reporting

To assist contact tracing and decontamination in the event of a confirmed or presumed COVID-19 case on-site, faculty, staff, and researchers must fill out Brooklyn College's COVID-19 [Case Collection Form](#). Submissions to the form are treated as confidential. Brooklyn College's administration utilize the information submitted to trace contacts and alert them to possible COVID-19 exposure. The information is also utilized to identify spaces that must be restricted and undergo applicable cleaning and disinfection. Summary information will be provided to the Brooklyn College community.

Brooklyn College does not have the ability to perform COVID-19 infection or antibody testing. Brooklyn College community members are encouraged to obtain FREE COVID-19 infection testing provided through New York City Department of Health and Mental Hygiene. Information regarding testing site locations [may be found here](#).

C. Campus Reentry Safety Program [Appendix E]

Expansion of onsite, in-person activity is planned and staged. The College Institutional Reentry Review Board oversees the program and approves all reentry plans. All departments and unit-level operations must develop comprehensive reentry plans based on the relevant NYS “Interim Guidance During the COVID-19 Public Health Emergency” organized around three categories: People, Places, and Processes. The plan must be gradual with ample time between implementation stages to monitor compliance and address safety concerns subsequent to reentry. Plans must account for physical distancing measures, restricted occupancy of enclosed spaces, operations that prioritize remote work and limit time spent on campus, cleaning of areas and items not addressed by custodial services, staffing notification and accommodations.

The safety of essential personnel continues to be of utmost concern. From the beginning, essential personnel have received regular communication on health and safety requirements. The College conducted multiple trainings and issued topic- or task-specific guidance. The College is in the process of drafting essential personnel safety plans for facilities, custodial services, public safety, and environmental health and safety, which include up-to-date safety requirements. Essential personnel are required to complete the same or similar training as other staff, including social distancing and use of face coverings.

During Stages 1 and 2 of expanded onsite activity, the College is considering research resumption reentry plans. Researchers have received safety guidance [APPENDIX F] and an overview of the institutional reentry review board process. Reentry for researchers is predicated on completing additional safety and operational prerequisites.

All faculty, staff, and research personnel accessing/returning to campus are required to complete training [APPENDIX G] that communicates expectations and standards of conduct. The training includes directions on how to safely wear, store, and dispose of face coverings. Supervisors should discuss this requirement with their staff and provide additional details on completing the training.

D. Workplace Safety Procedures

In addition to the guidance outlined above, personnel must adhere to the following workplace safety procedures until social distancing guidelines are lifted. These procedures are covered in staff training and safe reentry plans:

- i. Social Distancing – As part of reentry plans, department and unit-level management should evaluate work areas for the potential to promote social distancing, including the removal or relocation of furniture and workstations.

- Open offices or suites must not plan for more than 50% occupancy and must allow for social distancing. For offices with contiguous workstations, one unoccupied workstation should separate co-workers. Occupants must wear a face covering at all times while in a shared workspace/room. Universal signage must be posted to clarify these protocols.
 - Private offices may be occupied by no more than one person, unless social distancing can be maintained. If more than one person is in the space, face coverings must be worn at all times and pre- and post-visit disinfection protocols should be followed.
 - Sneeze guard/clear barriers in high traffic areas in student-facing areas Admissions, and Financial Aid, Registrar, Library, and reception areas should be installed.
 - Furniture, desks, or other items should be relocated to provide physical barriers and reminders to occupants.
 - Easy-to-read floor plan diagrams, floor markers, and signage should be posted to visually cue occupants. Universal signage will be provided by the College, but departments and units should plan on creating and posting area-specific signage.
- ii. Entry/Exit – Department and unit-level management should specify designated doors and exits to minimize passing in the halls and doorways.
- iii. Circulation through the building– In order to avoid having to pass each other in the hallway, all staff should only proceed on the right side of the corridor and on the right side of the stairway. Directional signage is posted as reminders.
- iv. Face Coverings / COVID-19 Supplies - Weekly allotment of face coverings, disinfectant and other COVID-19 supplies for returning research labs and operational units are being distributed out of 0229 Ingersoll Hall on Mondays. All are instructed to check the College web site for updated hours of operation.
- v. Mailing Services / Deliveries - Contactless drop zones for all mailing/delivery services should be set. The Offices of Central Routing and Mailing Services have limited hours of operation. The College requests the following from on-site personnel:
- Limit the amount of mail and packages being delivered to the College as much as possible
 - Communicate with the Offices of Central Routing / Mailing Services if you expect to receive large or perishable deliveries
 - Schedule deliveries when feasible with vendors beforehand to ensure personnel are on-site for receipt
 - Notify Public Safety if deliveries are expected outside the posted hours of operation

- vi. Shared workstations, objects, equipment – Unless unavoidable, workstations and physical items should not be shared. High touch surfaces of shared workstations and physical items must be disinfected between users. Supplies can be obtained from the College.
- vii. Mail/copiers – Anyone accessing the mailboxes or copiers should wash or sanitize their hands before and after touching the shared items.
- viii. Doors – Except for fire doors, doors may be propped open during office hours until further notice to minimize touching of door handles and push plates.
- ix. Visitors—Until further notice, all nonessential visitors during business hours are prohibited and any interviews should be conducted virtually. For business-critical visits (e.g., maintenance contractors), the following steps should be taken to safeguard employees:
 - Requiring contractors to request campus access, including adherence to campus policies.
 - Requiring contractors to go directly to the assigned location without unnecessary interactions.
 - Requiring visitors to practice social distancing, use of face coverings and good hygiene while on-site.
- x. Eating/drinking on campus— Until further notice, campus dining service is closed and vending machines have been shut down. Wear your face covering at all times except when engaged in eating and drinking. Before and after eating, wash your hands thoroughly for at least 20 seconds. Eat alone and outside, when and where possible, maintaining 6 feet of distance from others. Avoid sharing food and utensils. Use of kitchens and lunch break areas should be organized to adhere to social distance measures, inclusive of but not limited to:
 - Restrict use of shared refrigerators, water coolers, appliances
 - Limit the number of chairs/seating areas
 - Post signage to help with social distancing
 - Consider staggering or scheduling use of the space
- xi. Gatherings – No public events, no group lunches/catering/celebrations or other in-office group event should be planned until further notice. All personnel on campus are encouraged to communicate as needed using email, text, telephone or other technology rather than in person. Meetings should continue to be held using online collaboration tools. In-person meetings for the purpose of College business requires individuals maintain 6 feet from others and use face coverings; meetings must not exceed 50% of a room’s capacity.

- xii. Vehicles - If two occupants are in the vehicle, both occupants must wear a face covering. High touch surfaces of shared vehicles must be disinfected between use.

3. Keeping Students / Visitors Safe

Pending in keeping with NYS Phase 4 Guidance for Higher Education and CUNY Reopening Plan.

- A. Operational Strategies to limited time on campus
- B. Seating
- C. Access
- D. Additional considerations

IV. Keeping Everyone Informed

A. Communication Strategies

Various media is used to communicate the relevant safety procedures to members of the campus community. This includes, but is not limited to:

- Email
- Website
- Social Media
- Universal Signage
- Common-space Screens on Campus
- Oral announcements

B. Universal Signage [Appendix H]

C. Posting of Plans

Per relevant NYS “Interim Guidance During the COVID-19 Public Health Emergency,” the College Campus Plan along with department or operational-unit specific plans will be conspicuously posted for employees to view once approved.

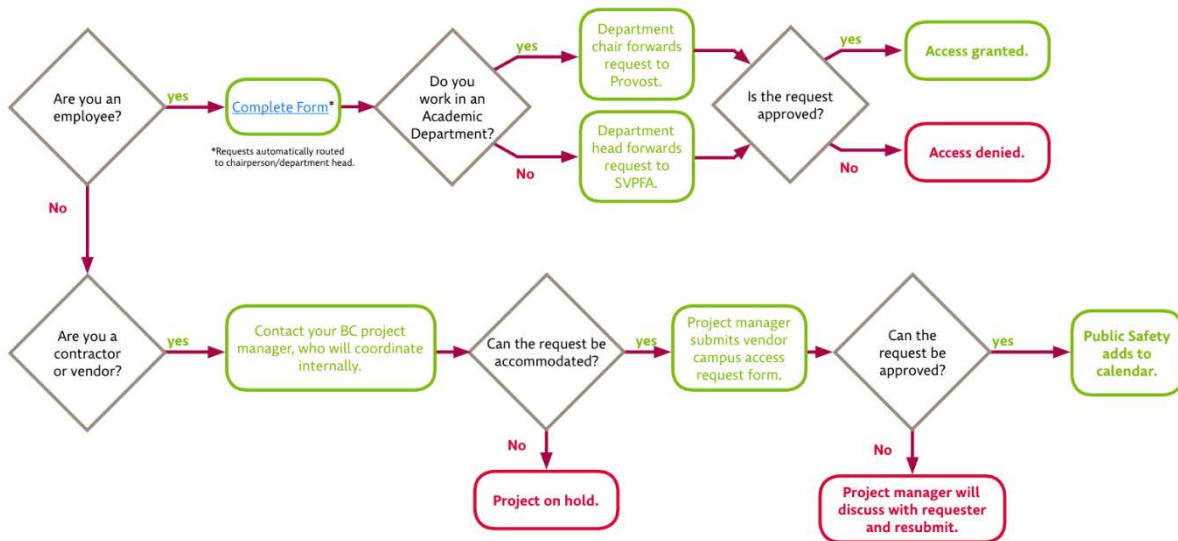
D. Central CUNY

Campus reopening plans are being submitted to the relevant central CUNY Office e.g. Office of Research, for certification and subsequent review and approval by the University’s Executive Vice Chancellor and University Provost.

Appendix A. Campus Access Protocols

Quick Link to Guidance: <http://www.brooklyn.cuny.edu/web/about/offices/environmental-safety/covid-19/essential-personnel.php>

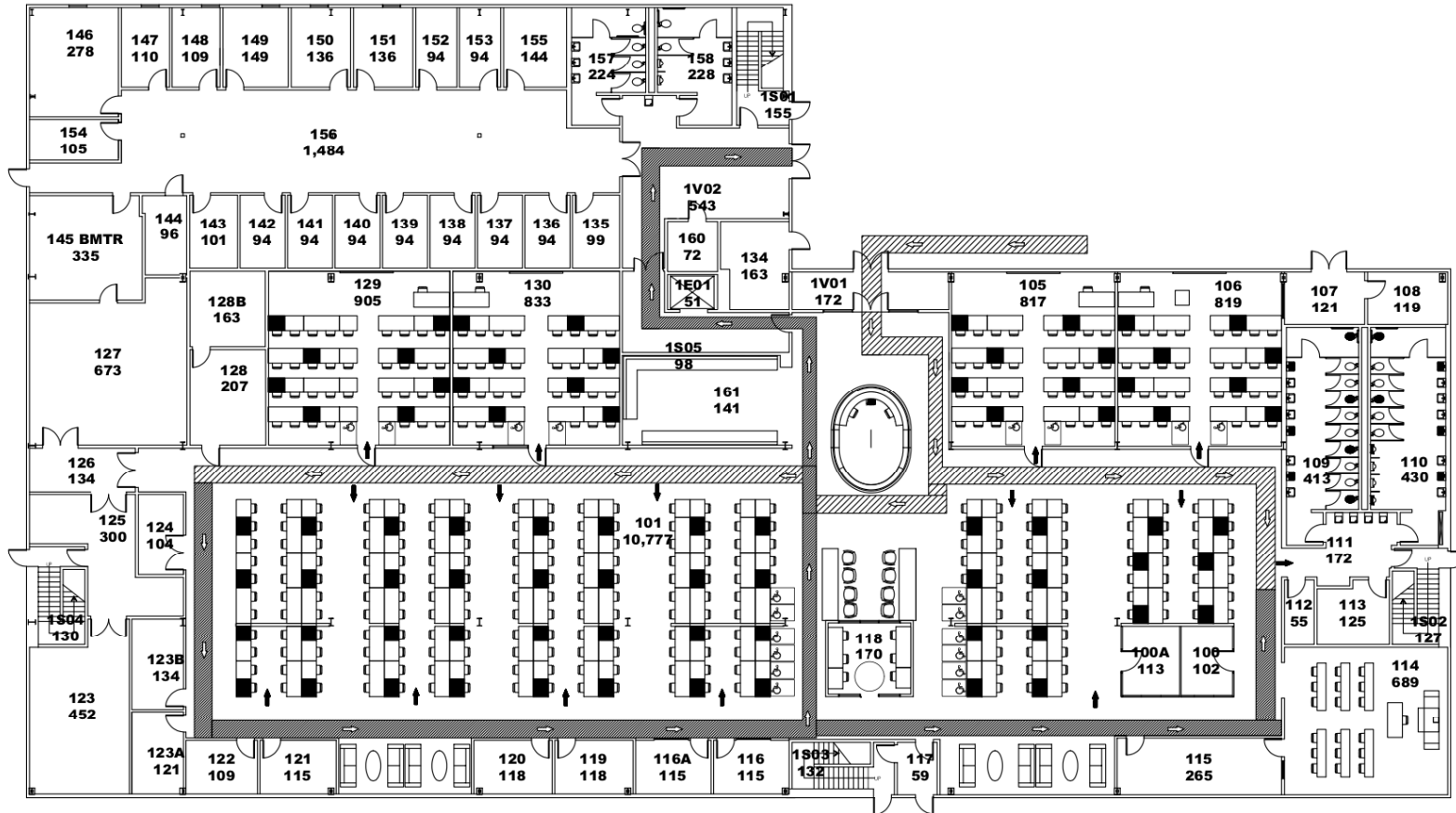
Requesting Access to Campus



Appendix B. Facilities Readiness Checklists & Cleaning Log

Date:	Brooklyn College Custodial Services		
Time complete	Work Description	Instructions	Building/Location
			Main
	Inside and outside Pan & broom, vacuum mats, clean glass	Disinfect door handles trash cans lids	East
			West
Time complete	Restroom		
	RESTROOM CLEANING - pan & broom floor, remove graffiti, remove spider webs, wipe trash can; spray disinfectant on sinks, mirrors, toilet bowls, urinals, floor and all dispensers. Wipe with brown roll towel. Mop floor with plain cold water. re-stock supplies, report repairs.	Disinfect all touch point areas, stall latch/locks /stall doors, soap dispensers, paper dispensers, doors, water faucets, other restroom fixture handles..... Each item is sprayed with neutral disinfectant cleaner and wiped with a separate piece of paper towel	restroom Clients are designated to utilize on 1st floor
Time complete	Corridor		
	Remove all corridor trash/ doodle dust floor / remove gum/tape/ candy/disinfect touch points	Disinfecting door handles	corridor/ floor #
		Disinfect seating areas,	corridor/ floor #
		Disinfect display cases	corridor/ floor #
		Disinfecting Elevator buttons	corridor/ floor #
		Disinfecting trashcan lids/openings	corridor/ floor #
Time complete	staircases		
	clean stairways		staircase #
		doodle dust steps	staircase #
		disinfect handrails	staircase #
		remove graffiti/ stickers	staircase #
		remov gum with scraper	staircase #
	Matron Restrooms		Non designated restrooms
		spot clean/ touch point cleaning	restroom#
		mop floors	restroom#
			restroom#
	Clean up		
	Leave detail to report to 135 R		
	Punch Out		

Appendix C. Facilities Planning Space Analysis - WEB Computer Lab workstations



CUNY The City University of New York

DEPARTMENT OF SPACE PLANNING AND CAPITAL BUDGET
555 WEST 57TH STREET 10TH FL.
NEW YORK, N.Y. 10019
(212) 541-0440

WEST END BUILDING
BROOKLYN COLLEGE

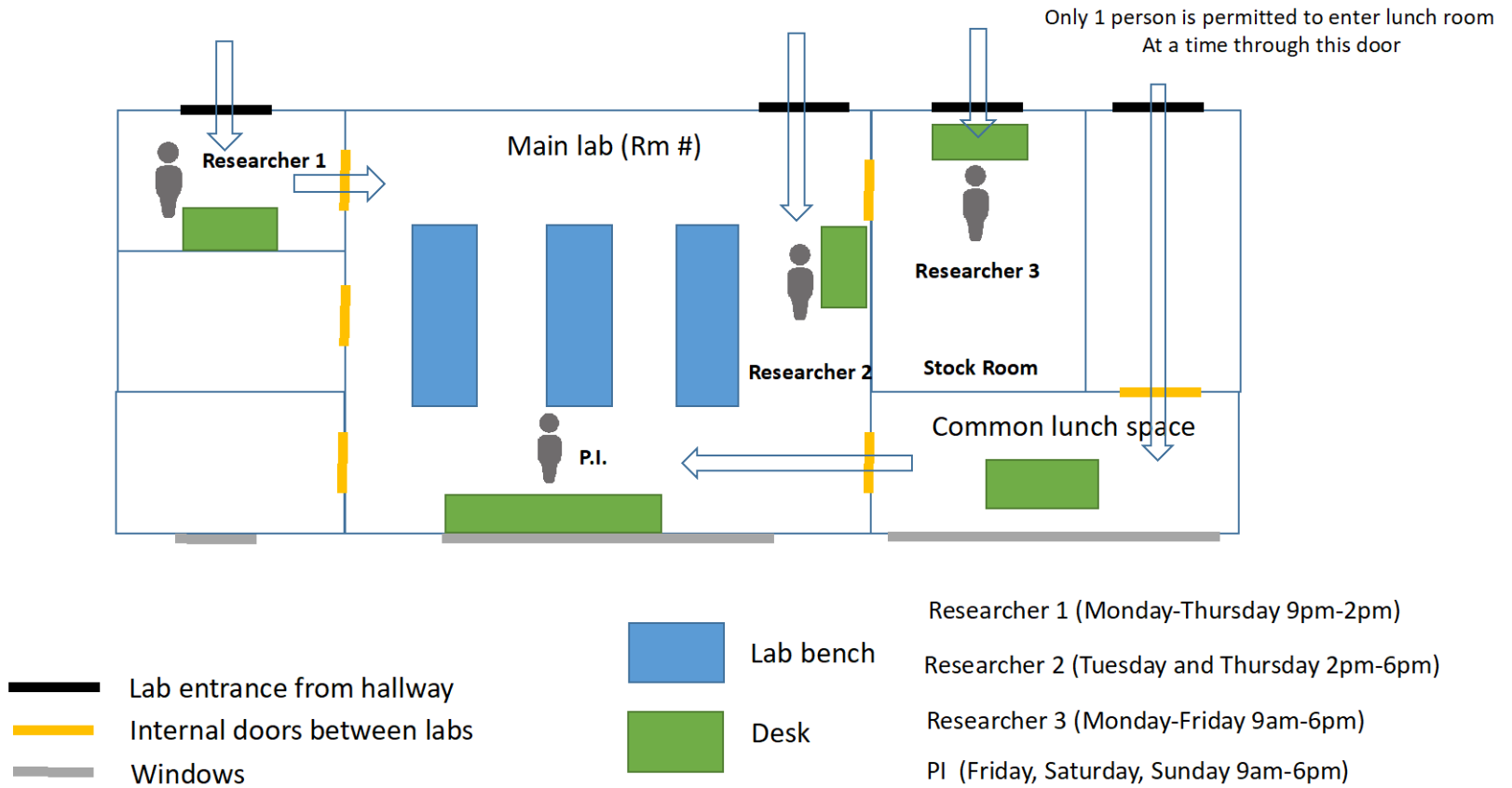
DRAWING TITLE:
FIRST FLOOR PLAN

SCALE:
Not To Scale

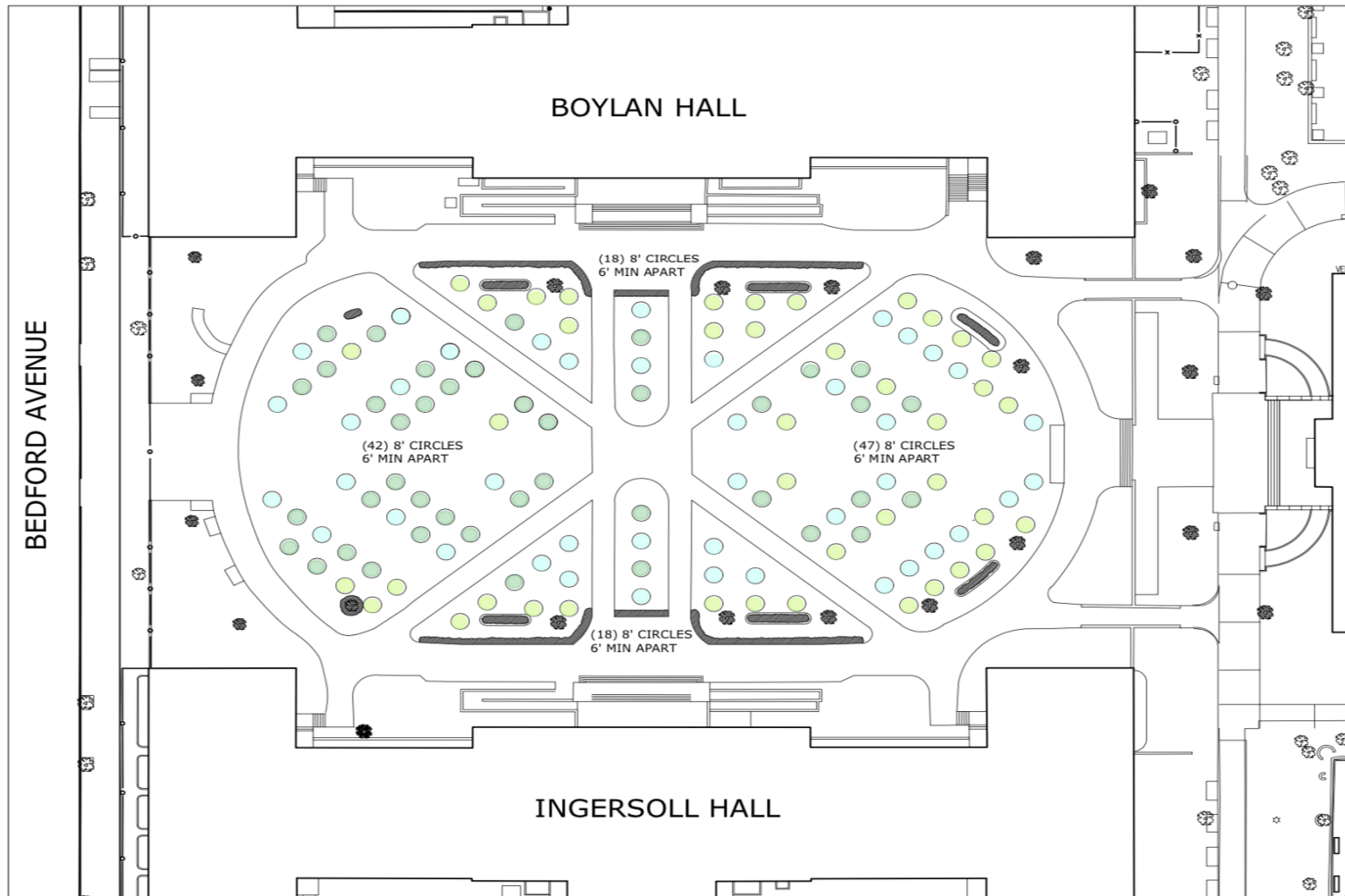
DATE OF REVISION:
6-8-20

DRAWING FILE NO.
BKLYN-WE-01

Appendix C. Facilities Planning Space Analysis - Traffic Flow Diagram



Appendix C. Facilities Planning Space Analysis - Exterior Green Space seating



STAGE 3: 125 CIRCLES



Campus Re-Entry
East Quad

Lawn Occupancy - Stage 3

Scale: Not to Scale
Date: 6/23/2020

A-3

Appendix D. Daily Health Screening Protocol

Quick Links

- Form - <http://www.brooklyn.cuny.edu/web/about/offices/studentaffairs/health-wellness/coronavirus/screening-questionnaire.php>
- Thank You page - <http://www.brooklyn.cuny.edu/web/about/offices/studentaffairs/health-wellness/coronavirus/screening-questionnaire-thank-you.php>

COVID-19 Screening Questionnaire

Personal Information

Name* First Name Last Name
Email* Phone*

Health Certification

1. You have a confirmed or suspected active case of COVID-19.* Yes No
2. You are currently experiencing any symptoms* associated with COVID-19, including mild symptoms.* Yes No
Fever, cough, shortness of breath, and/or sore throat
3. You have traveled to/from a US designated COVID-19 hotspot, or a country which the CDC has issued a level 2 or 3 travel designation. *Yes No
CDC travel guidance: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html#travel-1>
4. You have had known 'close' contact (defined by the CDC) with any person suspected of having, being under investigation for, or who has a confirmed active case of COVID-19 within the last 14 days.* Yes No
CDC: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>
5. You have been asked to self-isolate by a health official within the last 14 days.* Yes No
6. Are you currently in a period where it is recommended that you self-isolate as per guidance from CDC? * Yes No

You certify that all the questions are answered to the best of your knowledge at the time of submission.* Yes No

BROOKLYN COLLEGE COVID-19 CAMPUS RE-ENTRY SAFETY PROGRAM

I. Guiding Principles

- The health and safety of the Brooklyn College community is our primary consideration. Additionally, we must adhere to all federal, State, City, and CUNY directives and guidance.
- At this time, work that can be done remotely should continue remotely. Likewise, onsite work will be limited to what is required and necessary. No one should be compelled to work on campus.
- Re-entry to our campus will be sequenced based on priority of work, risk versus reward, obligated deliverables, and ties to degree requirements.

II. Re-entry Approval and Implementation Process

- Step 1.** In order to prepare for re-entry and increase onsite activities, faculty members and staff departments must complete written safety plans. Academic programs will begin the process with the COVID-19 Job Safety Analysis and Risk Exposure Assessment tool and then complete a written safety plan using the template below. Research labs must meet additional safety prerequisites, as described below.
- Step 2.** Completed safety plans must be reviewed and approved by supervisors/deans.
- Step 3.** Once approved, the safety plan will receive institutional review on a rolling basis by the Brooklyn College Review Board, operating under the advisement of Environmental Health and Safety (EHS).
- Step 4.** The Review Board will then sequence plans for re-entry, when it is authorized, through a phased implementation based on College priorities and facility readiness.
- Step 5.** Wait for authorization to implement the safety plan and re-enter the campus as sequenced.
- Step 6.** The safety of onsite activity must be continuously monitored and improved, given the changing nature of the pandemic and the need for flexibility.

III. Roles and Responsibilities

- The Review Board is responsible for ensuring the implementation and overall effectiveness of the COVID-19 safety and health program. It will also receive reports of failure to follow safety plans. The Review Board has the authority to restrict programs for such failure, up to and including immediate shutdown of the offending area.
- EHS is responsible for leading the development of the COVID-19 safety program to be implemented by the campus and ensuring (with guidance from the Review Board) that the College complies with all applicable local, state, and federal requirements and official public health guidance. EHS trains, provides assistance with hazard assessments, and consults on hazard control.
- Deans, Chairs, Directors have overall responsibility for:
 - overseeing the development of their Re-entry Safety Plans, including the Risk Exposure Assessment tools, schedule, and staffing plans; its review and initial approval; and implementation;
 - promoting a culture of safety, assessment, and continuous improvement;
 - communicating the Safety Plans to all personnel slated to engage in onsite activities; and
 - explicitly delegating, as appropriate, details of program implementation to relevant personnel.
- Managers, supervisors, or other authorized persons are responsible for ensuring day-to-day compliance; implementing daily controls; communicating safety requirements to individuals in their operation; ensuring individuals have access to safety equipment, face coverings, and appropriate training and information; and prompt reporting of safety concerns.

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- College personnel are responsible for adhering to all safety requirements, including use of appropriate face coverings and safety equipment, and for reporting safety concerns through their supervisor or other existing channels of communication.

IV. FMLA and Reasonable Accommodation Requests

As we begin to prepare the campus for onsite operations, Brooklyn College remains committed to promoting a safe environment for everyone. The ability to staff the area of operation to appropriate levels is an important planning consideration. Some staff will have concerns about health conditions that prevent them from returning to work. In these cases, the employee should be prepared to submit medical documentation to the Office of Human Resource Services from their Health Care Provider. The information provided will help the College to determine if a reasonable accommodation can be made in the work assignment, or if FMLA related leave should be applied.

Additionally, employees are entitled to take leave if the child's school or place of care (including elder care for parents) is closed due to COVID related reasons.

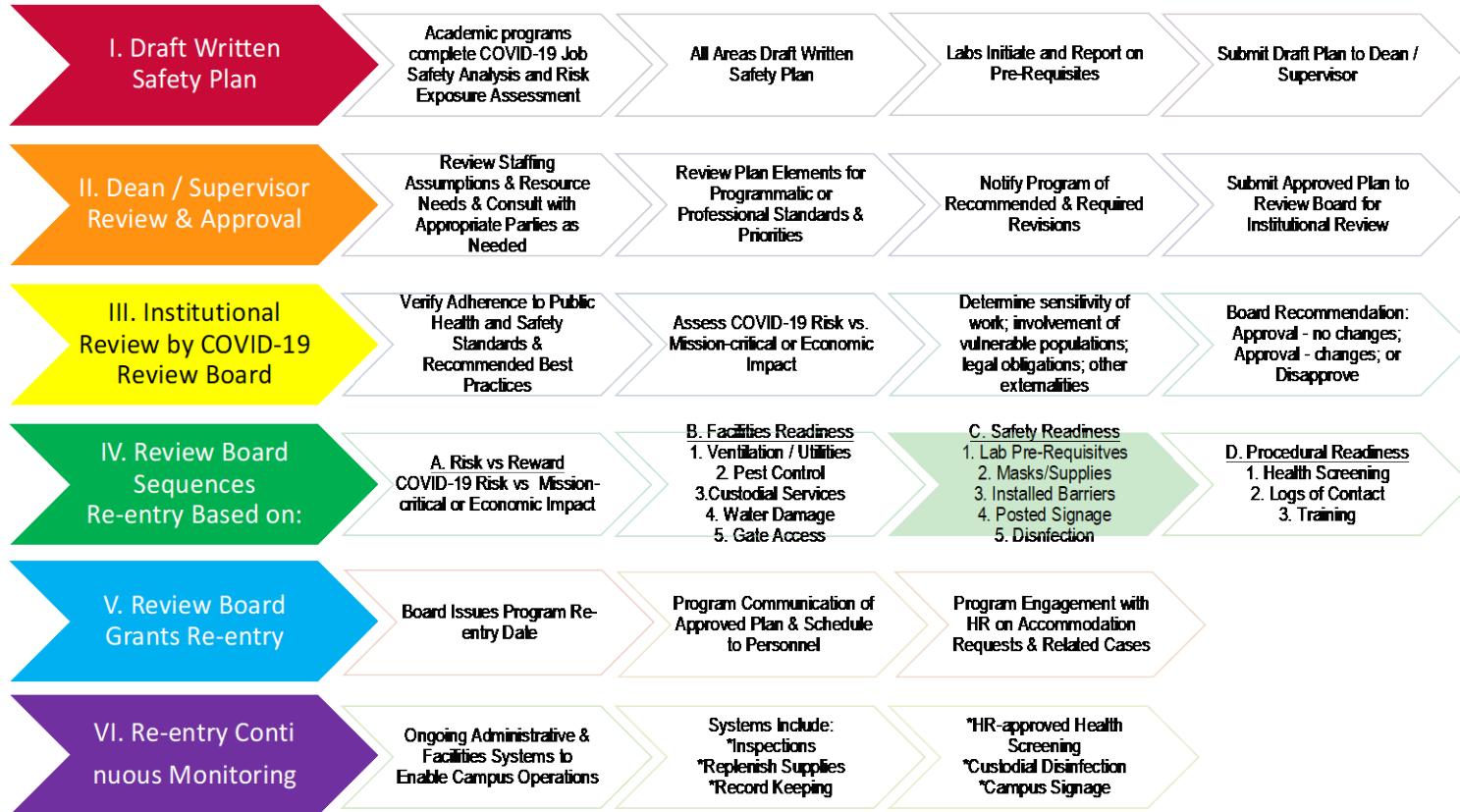
V. Research Lab Activities

Research labs must meet additional safety pre-requisites before re-entry requests receive final approval:

- Review and Incorporation of CUNY Research Lab Resumption Guidelines**
- Safety Clearance of Lab**
EHS will conduct rudimentary inspection of premises and safety equipment.
- Lab Registration via CUNY-licensed BioRaft**
CUNY uses BioRaft to maintain chemical inventories. Labs must review and confirm information about the lab in the system as part of the review and approval process.
- Lab Safety Training**
All personnel, including faculty and Principle Investigators, who are part of the re-entry plan must have received lab safety training in the last 12 months. Working alone additionally requires a FDNY C-14 certificate of fitness.

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Reentry Workflow



BROOKLYN COLLEGE COVID-19 CAMPUS RE-ENTRY SAFETY PROGRAM

COVID-19 Template Safety Plan

Responsible Faculty/ Staff Member:		School/Division:	
Phone:		Department/Center:	
Email:			

This person is the responsible party for monitoring, updating and communicating changes to personnel, including ensuring each individual signing below has completed & initialed this and any subsequent required COVID-19 training. This person is responsible for ensuring compliance with this Plan. Failing to follow this plan will result in restrictions up to and including immediate shutdown of the offending area.

Location(s) to which this Safety Plan applies (specify applicable Building/Floor/Room Numbers):

I. People (steps to keep people safe)

Describe the steps that will be taken to (1) maximize physical distancing; (2) minimize gathering in enclosed spaces; (3) reduce interpersonal contact; (4) reduce transmission via deliveries/contact. These steps must be consistent with CDC guidelines, state guidelines, and applicable University & College health and safety policies, including CUNY Working Alone guidelines and FDNY C-14 requirements. The steps/plan must be specific for your research area or situation. The description should include, but is not limited to, the following:

- 1) A description of the of areas or locations (size, configuration, shared or single space, etc.) where people may be present, such as the lab, project space, and areas with common equipment. Describe how gathering spaces e.g. meeting/break/lunch/locker rooms, will be addressed;
- 2) The number of people that will be in the area/space at any one time and how that number minimizes personnel density and will generally provide for distancing of 6 feet.
- 3) A description of anticipated work schedules, including staggering, alternate days, partial days or other adjustment and how work schedules minimize personnel density and provide for general distancing of 6 feet.
- 4) State if coordination with other teams or labs also using the space or area is required and if so how will you coordinate access to minimize personnel density;
- 5) State if certain rooms or areas involve tightly confined spaces e.g. storage/stock/equipment rooms, and whether ventilation is adequate and how you will control access & use.
- 6) A description of situations or conditions where individuals will need to be in close proximity to perform work, operate equipment, travel, etc. and what steps will be taken to minimize contact time and lessen transmission risk.
- 7) A description of any work that cannot be done while wearing PPE or a cloth face covering and steps that will be taken to minimize the potential for viral spread.
- 8) Other area/location specific steps or considerations

II. Places (facilities readiness and safety)

- 1) Describe the phased return to full capacity

**BROOKLYN COLLEGE COVID-19
CAMPUS RE-ENTRY SAFETY PROGRAM**

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V. Other Plan Considerations

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Resources
Center for Disease Control
New York State
New York City
CUNY Covid-19 Updates
 Brooklyn College

Human Resources Related Questions
Brooklyn College Human Resources
Brooklyn College Environmental Health & Safety

Plan Review and Approval

Supervisor / Program Lead

Signature / Title		Date	
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Senior Vice President / Provost

Signature / Title		Date	
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Personnel Sign-Off

Once the Safety Plan is fully approved by the Review Board, all personnel, graduate students, postdoctoral researchers, staff, and faculty must be documented below. **Note:** Undergraduate students are not allowed to participate in work at this time. By signing below, I acknowledge that I have read, understand, and agree to comply with this COVID-19 Safety Plan.

Name (print)	Name (signature)	Date

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- 2) **Protective Equipment:** Beyond reusable face coverings provided by the College, describe the need for protective equipment
- 3) **Communications:** Describe how requirements and personal protective measures will be communicated to those returning (both signage and ongoing communication).
- 4) **Hand Hygiene:** Describe how the area will provide access to hand hygiene or sanitizing products (at least 60% ethanol or 70% isopropanol) and how good hand hygiene will be promoted.
- 5) **Hygiene & Cleaning:** Describe the process that will be used to clean common touch points and equipment that will *not be cleaned by Custodial Services*. CDC and state guidelines must be followed. The minimum standard that must be used by all areas is to at least daily clean/disinfected using an EPA-registered cleaning product or alternative disinfectants (1/3 cup bleach to 1 gallon water; or 70% alcohol solutions). Examples of common touch points include:
 - Benchtops, desktops, sinks, and other work surfaces;
 - Equipment & tools handles, latches, controls, touchpads, keyboards, and mice;
 - Drawer and cabinet handles;
 - Area-specific products & equipment e.g. shared pipettes; hood sashes, chemical containers
 - Non-fabric chair backs and armrests (NOTE: Soft porous materials, such as rugs and seating, may be removed or stored to reduce the challenges with cleaning and disinfecting.);
 - Doorknobs and light switches.

III. Processes and Procedures

- 1) Describe the process that will be used to conduct daily health screenings prior to starting work (see <https://forward.ny.gov/>), either remotely or onsite.
- 2) Procedures for screening must account for protection of screening personnel, data management, and process for positive screens.
- 3) Describe how your area will log personnel contact to facilitate Public Health contact tracing up to 48 hours prior to last time on campus.

IV. With an understanding of the College's current budget reality, please describe the new needed resources, supplies, and facilities-related requirements beyond existing stocks, given the steps outlined above to reduce the chances of transmission.

- 1) Barriers, partitions or other items needed to be purchased or constructed.
- 2) Any special PPE requirements beyond required cloth face coverings that will be required.
- 3) Supplies or equipment not listed above.
- 4) Space requirements not listed above.
- 5) Other resource or facilities considerations.

APPENDIX F. Phasing-In of Research Resumption

This document supplements CUNY's Phasing-In Framework of on-site research in Natural and Behavioral Sciences at CUNY campuses. Research is a Brooklyn College value, helping to drive innovation in industry, advance medical and public health, and generate economic prosperity. Following CUNY's research priorities and safety guidance and the recently issued NYS research reentry guidelines, Brooklyn College is actively engaged in planning to phase-in on-site research projects and reopening research facilities.

Researchers received an overview and instructions on preparing to resume research [mentioned in [June 4th President's Message](#) and [here](#)]. In addition, a hazard exposure assessment checklist was shared earlier in the planning process which outlined critical elements to minimize risk and assess reentry readiness. The review and vetting process is underway and will adhere to the CUNY [Framework for Phasing in of On-site Research](#), [COVID-19 Guidance on Academic Continuity](#), and [Guidelines for Laboratory Research Resumption](#). Whether research, administrative, or critical academic activities, returning to campus will be an incremental and reiterative process. In line with CUNY's approach, research activity will involve stages of expanded activity based on institutional priorities and public health principles. In all cases, each stage must be followed by sufficient time to allow safety concerns to be identified and resolved before further expansion is allowed.

Stage 0 - (Essential only)

Pause all on-site research except for essential, approved research (typically COVID-19 related), utilizing a limited number of personnel for research material and equipment maintenance. The College and resumed research should be prepared to ramp back to this level at any point should there be subsequent outbreaks affecting the campus during Stages 1, 2, or 3.

Stage 1

Planning begins when NYC Region enters Phase 1. It includes campus administrators developing and implementing institution- and building-level safe workplace processes and procedures to slow the spread of COVID-19, including establishing health and safety protocols, personnel training and communication, health monitoring plans, and the means to report of unsafe conditions. Researchers must:

- Obtain approval prior to expanding research activity beyond essential Stage 0 activity. Researchers must complete hazard exposure assessment questionnaire and develop a comprehensive safety plan. The plan must be reviewed and approved by the Brooklyn College Reentry Review Board (RRB) before starting to conduct research on-site and for

all on-site research staff and human participants if relevant. Documentation of appropriate approved protocols (e.g., IRB, IACUC) must be included in requests for campus approval;

- Complete safety pre-requisites (see below). It may also require additional temporary essential personnel (e.g., researchers/PIs) to be designated solely for the purposes of planning and preparation of phasing-in research on-site, for Stage 2, including preparing equipment, checking supplies, safety inspections, and/or purchasing required items;
- Address considerations of the research space and any relevant particulars (e.g., ventilation, equipment cleaning, sharing of equipment and space), working in conjunction with Brooklyn College Facilities and EHS; and
- Continued emphasis on conducting research remotely wherever possible.

Stage 2 (up to 50% on site capacity)

Begins contingent on RRB approval of laboratory research reopening plans and following State, NYC and CUNY re-opening benchmarks. Includes expansion of on-site access to approved high-priority research. High-priority research may include:

- Externally funded, deadline-driven work requiring stipulated deliverables (grant/contract deadlines), that must be conducted on-site or in the field (with documentation of deadlines)
- Externally funded research that must be conducted on-site or in the field (with award documentation)
- Research by graduate students who are near degree completion (with advisor or area head support)
- Untenured faculty research (with chair support)
- Research requiring season-specific sample collections
- Planning for phasing-in of research not included in Stage 2.

Stage 3

Begins with no increased risk of infection associated with NYC Region's Phase 2 reopening, a minimum of two weeks of Stage 2 and following additional State, NYC and CUNY re-opening benchmarks. Includes:

- Essential research, planning, and priorities of Stages 0 – 2;
- Expands on-site access to approved research;
- Recommended Stage 3 priority research may include:
 - Additional faculty (with chair support)

- Additional graduate students and postdoctoral research associates (with advisor/mentor support)

Stage 4

Stage 4 expands on-site access to campus approved research, with recommended priority research including undergraduate and high school students.

Safety Guidance Specific to Laboratories -

In addition to the Reentry Review and Safety Plan and CUNY Guidelines for Laboratory Research Resumption:

- Complete EHS Pre-Requisites, including registering on Bio-Raft, ensuring lab safety training is up to date, and that EHS has conducted a pre-entry lab inspection.
- Address safety violations identified during pre-entry lab inspection.
- Set up a scheduling system and disinfection protocol for common equipment, dispensing areas, and work benches to avoid congregating and cross-contamination of the area.
- Where practicable and safe, change work processes such that researchers are assigned work zones or processes that avoid having to move across the laboratory and which avoid sharing work tools and equipment.
- Create and post floor plan diagram with dedicated work zones, social distancing, unidirectional foot traffic, and shared equipment/benchtops.
- Face coverings must be worn on campus at all times. Reusable face coverings issued to research personnel are for accessing campus and use in campus offices or common spaces.
- Disposable face coverings must be reserved for use when handling or using hazardous chemicals, biohazards, or radioactive materials. Reusable face coverings should be removed prior to starting bench work and stored in a sanitary location. Used disposable face coverings must be disposed of at the end of the shift or after tasks involving hazardous materials.
- Additional reusable and disposable face coverings can be requested through EHS.
- Face coverings are not a substitute for respiratory protection or other required protective equipment.
- Contact EHS to discuss protective equipment compatibility with lab processes.
- Use of shared refrigerators/appliances for drinking and eating is discouraged. Stagger use of break rooms, ensuring no more than 50% capacity and appropriate distancing.
- Post lab-specific signage and markers within the lab as visual cues to promote physical distancing, promote hand hygiene, etc..
- Review and revise ramp-down plan in the event that only essential research activities are allowed.

Appendix G. Employee Training and Guidance Acknowledgement Form

Quick link to Attestation and Training:

https://forms.office.com/Pages/ResponsePage.aspx?id=s_BgbwZfCU6XFZiduozH2GYGETWNQE1Cncijg_bIva9UM0MxVks5QlkxWUFUukRWSU9TU1pCN0JEOC4u

COVID-19: Employee Training and Guidance Acknowledgement Form

COVID-19 has created a need for businesses and organizations across the world to alter their operations. CUNY Brooklyn College is instituting a series of new policies and procedures designed to combat COVID-19. These changes are being made to follow guidance from the Centers for Disease Control (CDC), the New York State Department of Health, New York State Executive Orders, New York City Department of Health and Mental Hygiene, CUNY System Administration and CUNY Brooklyn College. But, most importantly, they've been implemented to protect the health and safety of the CUNY Brooklyn College community. As the situation evolves, there will likely be a number of new initiatives and protocols we will have to follow. That information will be communicated as it becomes available.

This document is to provide you with a basic snapshot of initiatives and protocols that we will be following as you make your return to campus. These changes are effective immediately and will be in place for the foreseeable future. You are likely to receive other directives and similar guidance from individual departments based upon your functions. Your compliance with these directives is mandatory, as they will help keep you and our community safe.

* Required

Personal Information

1. Your Last Name *

2. Your First Name *

3. Your EMPLID *

4. Your CUNY / Brooklyn College E-mail Address *

Appendix H. Universal Signage for Campus

Brooklyn College COVID-19 Universal Signage

LOCATION

*Hand Sanitizer
Stations*

other people.

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te signs were put up in February.