



Queensborough Community College

Safe Campus Reopening Plan

August 7, 2020

Revised August 20, 2020

Revised September 9, 2020

Revised August 14, 2021

for Fall 2021 Campus Programs

at Stage 3

This plan relies heavily upon, and makes liberal use of, the language and content contained in the CUNY *Guidelines for Safe Reopening* dated July 16, 2020

Last Updated: September 17, 2021

Reopening Committee, Coronavirus Coordinator and Coronavirus Campus Liaison

Queensborough Community College (QCC) formally established a reopening committee and held the first meeting of the Committee on July 16, 2020, the date the *Guidelines for Safe Campus Reopening* were released by the University. The reopening committee was established by augmenting QCC's standing Emergency Management Team with an Emergency Management Advisory Group (EMAG)—a representative body that has been activated at different times in the past to address emergency management issues. The full EMAG includes the directors/heads of Environmental Health and Safety, Health Services, Public Safety, Buildings, Grounds and Facilities, Information Technology, Human Resources; the elected PSC and DC37 representatives, the designated head of the academic Department Chairs, the Chair of the Faculty Executive Committee, the Chair of the Academic Senate and the President of the Student Government Association. The President, Provost, Vice President for Finance and Administration/Coronavirus Campus Coordinator, Vice President for Student Affairs and the Vice President and Chief Marketing and Communication Officer/Coronavirus Campus Liaisons also serve on the EMAG/reopening committee. The EMAG committee has continued to meet throughout 2020 and 2021 on a bi-weekly basis.

The EMAG began its work by endorsing an approach whereby QCC would provide on campus, in person instruction and services for Fall 2020 only on an exception basis. With this approach, all classes would be fully online and all services and work would be conducted via telecommuting, unless a plan for a class, instructional activity or a support/administrative service was advanced for review to the EMAG. Each Vice President was responsible for soliciting proposals, and each proposal identified to receive full consideration was vetted, reviewed and revised as needed to address the requirements mandated by the *CUNY Guidelines for Safe Campus Reopening*. Throughout the balance of 2020 and 2021 to date, EMAG has reviewed and provided input on all instructional activity requested on campus.

Vice President for Finance & Administration, William Faulkner, has been designated as the Coronavirus Coordinator and will be responsible for fulfilling the requirements of that role as set forth in *the CUNY Guidelines*.

- Serve as the campus safety monitor, responsible for ensuring continuous compliance with all aspects of the campus's reopening plan.
- Lead and coordinate the work of the Campus Reopening Committee and serve as the primary conduit between the campus and CUNY Central on reopening-related matters.
- Receive information from the Coronavirus Campus Liaison on COVID-19 exposures and ensure that local health officials are immediately notified upon the identification of positive cases.
- Receive confidential reports via email hotline on issues with non-compliance with social distancing, hygiene, or safety practices.

- Support the work of heads of campus facilities, as described in Part 1, Section I. C, “Operational Considerations for Facilities and Grounds,” of the CUNY Guidelines to support the identification and implementation of physical, operational and cleaning protocols.
- Designate roles and responsibilities as indicated throughout NYS, NYC, CUNY and other Guidelines.
- Maintain and securely store an adequate supply of PPE, hygienic and disinfecting supplies, and other necessary items, as needed.

Vice President for Marketing & Communications, Stephen Di Dio, has been designated as the Coronavirus Campus Liaison and will be responsible for fulfilling the requirements of that role as set forth in the *CUNY Guidelines*.

- Receive, collate and distribute information from the online NYS Daily Health Screening Templates and from campus screeners.
- Provide a daily report on COVID-19 exposures using the CUNY checkbox survey to the SVC for Institutional Affairs and the Campus Reopening Committee.
- Provide data reporting to ensure campus and Central decision-makers can calibrate reopening/reclosing plans based on the health status of the campus community. This data will be reviewed as necessary by the Chancellery/COO’s Office and Campus Reopening Committees with local and state health officials.
- Coordinate with the Departments of Health Services and Human Resources to contact trace those who were in close contact with a confirmed or probable COVID case.
- Activate notification protocol in consultation with VC for Marketing and Communication.

EMAG will monitor all CUNY approved reopening plan including the status of reopening activities in relation to the reopening plan, continuously monitor local health conditions and modify the reopening plan, in consultation with the Chancellery, as needed, including overseeing the shutdown of in-person campus operations, should that become necessary.

Phased Reopening, by Service/Facility

Pursuant to the definitions and guidance set forth in the *Considerations for Reopening Facilities & Services in Stages* document, applicable sections embedded below, Queensborough Community College has made the determination that work for most of the support services specifically delineated in the document, as well as support services and operations that are not specifically mentioned, can be done effectively via telecommuting throughout the Fall 20 and Spring 21 semesters, and given that Phase/Stage 1 permits operation at up to 25% of normal capacity, there is limited need to anticipate a move to Phase/Stage 2, 3 or 4 for most support services and operations at this time. With this June 2021 revision of the Reopening Plan for QCC, updates pertaining to an occupancy level of up to a 60% targeted reopening will be highlighted.

General provisions for Phase/Stage 1 support services operating on-campus include that Phase/Stage 1 services will have limited staff on campus, and, for other than essential employees, staff presence will only be on an as needed basis; and no students will be serviced on campus, with the exception of the QCC Food Pantry. Where an employee or employees of a particular department must come on campus to perform the limited work that cannot be accomplished remotely or to facilitate the remote operations of the department, access to the campus will be on a pre-approved, appointment only basis. A Campus Access electronic form, see Appendix A, has been developed. Employees will log in using their QCC single sign on to complete the request. Only employees who have completed the required training will be permitted to access the form to make an appointment. All requests must be approved by the applicable Vice President and the Coronavirus Coordinator. The Coronavirus Coordinator will evaluate the visit and determine any conditions attached to the visit. PPE, social distancing and any safety plan necessary will be determined and communicated to the employee(s). Areas for such visits have been designated for each building and floor, see Appendix B, delineating ingress and egress routes, including elevator/stairs to the space and the designated restroom facilities for the area. Employees will present to Public Safety for their appointment, and will show their ID.

Fall 2021 Reopening Plan update:

Students who plan to return to campus in the fall 2021 are **required** to be vaccinated. Student participation in on campus activities will require proof of vaccination. Only medical or religious exemptions will be accepted.

Public Safety will set up multiple campus access points, at which all employees and students will check-in by presenting proof of vaccination or a negative test as required by CUNY policy and procedure. All other entry points to the campus will be locked and secured or temporary fencing will be installed. All mass transit riders and pedestrians entering campus must enter campus from the 56th Ave. or the Kenilworth Drive entrances only.

Instruction

Fall 2021 Reopening Plan update: The departmental chairs, individual faculty and the college administration are working with the Office of Academic Affairs (OAA) to plan and provide in-person and hybrid Fall classes to QCC students. Currently, the Fall registration cycle for fully in-person classes represent approximately 15% of all anticipated enrollment. Hybrid classes are enrolled at approximately 41%. Over 175 classrooms that have operating windows have been identified and scheduled for instructional use. Faculty have been provided with technology tools and training to support hybrid modalities in the current semesters and for the Fall. All extracurricular use of instructional and other spaces on campus will be approved and schedule only as available after instructional use priorities are satisfied.

Food Pantry

The QCC Food Pantry is, in normal times, conveniently located in the Student Union on Campus. However, during the pandemic it was relocated temporarily to lobby of the Administration Building to ease access for students and other in need of support. QCC Staff and volunteers involved in preparing and distributing foods will follow all NYS and NYC safe food handling guidelines. The QCC Food Pantry does not stock or offer perishable items.

Staff and volunteers will be advised and signage will be in place to ensure that they wash or sanitize their hands:

- before entering and exiting the facility
- after contact with students, faculty, staff and members of the public
- after any pick-up

The Pantry will provide alcohol-based hand sanitizer for students and others receiving packaged and pre-packaged food. All surfaces that staff, volunteers, and students touch, including doorknobs, counters, and other surfaces, will be frequently disinfected and social distancing will be practiced.

QCC is currently developing a plan to pre-package approximately 10 food items in a 'care package' that students can simply pick up at a designated area, thereby cutting down on unnecessary traffic and interaction on Campus. We are utilizing local supermarket gifts cards which could be provided to students, reducing the need to travel to campus. We believe that based on the volume of activity experienced since classes have been fully online, essential employees already required to be on campus can continue to provide Food Pantry access or care packages as needed. If volume increases substantially, this plan will have to be reconsidered and access for students will continue as necessary through Stages 2, 3 and 4.

Health Services

Reopening Stages:

- Stage 1 (maximum of 25% of normal campus occupancy)
 - All activities that can be done remotely from home should be done from home, including all seminars, group meetings, etc.
 - Limited faculty/staff to be on campus
 - Proposed Approach for Specific Areas During Stage 1:
 - Health and Wellness Services – open remotely for students on and off campus.
- Stage 2 (maximum of 50% of normal campus occupancy)
 - A gradual expansion of the number of activities on campus and in the field is anticipated during this phase while ensuring compliance with sound public health practices including the use of heightened cleaning, staggered access, and physical distancing protocols.
 - If work is being done effectively via telecommuting, there should be no change to on-campus working until the threat of the pandemic is fundamentally reduced.
 - Proposed Approach for Specific Areas During Stage 2:
 - Health and Wellness Services – open remotely and in-person for students on campus with physical distancing and public health

protocols; remote services are still the preferred option.

- Stage 3 (maximum of 75% of normal campus occupancy)
 - If work is being done effectively via telecommuting, there should be no change to on-campus working until the threat of the pandemic is fundamentally reduced.
 - Proposed Approach for Specific Areas During Phase 3:
 - Health and Wellness Services – open remotely and in-person for students on campus with physical distancing and public health protocols; remote services are still the preferred option.
- Stage 4 (100% of normal campus occupancy)
 - Normal operations resume within prescribed hygiene, health, and safety protocols.
 - Health and Wellness services – open on campus for all students

Fall 2021 Reopening Plan update: Health Services will return to work effective August 2021 at up to a 50% office occupancy according to the student on campus population anticipated and will continue telecommuting to the greatest extent possible for administrative tasks. Should an emergency arise on campus while licensed Health Services personnel are present on campus, they will respond onsite, wearing full PPE of mask, face shield, gown and gloves, and assess, assist and advise as conditions warrant. Health Services personnel will continue to be available remotely for consultation 7 days per week during campus hours of operation. All points of student facing contact will have to facilitate safe and effective interactions with the students.

Onsite Library Operations

- Physical Access Stage 0: Online-only services, with no staff onsite; all classes online
- Physical Access Stage 1: Online-only services, with minimal staff onsite; most classes online
- Physical Access Stage 2: Online services and limited patron access to physical library; combination of in-person and virtual classes
- Physical Access Stage 3: Online services and expanded patron access to physical library; combination of in-person and virtual classes
- Physical Access Stage 4: Online services and full patron access to physical library; most classes in-person

Table 1
Stages of Physical Access to CUNY Library Spaces During the COVID-19 Pandemic

	Stage 0	Stage 1	Stage 2	Stage 3	Stage 4
Online reference services	✓	✓	✓	✓	✓
Library instruction	✓	✓	✓	✓	✓
Research consultations	✓	✓	✓	✓	✓
Collection development	✓	✓	✓	✓	✓

	Stage 0	Stage 1	Stage 2	Stage 3	Stage 4
E-reserves	✓	✓	✓	✓	✓
Interlibrary loan electronic delivery	✓	✓	✓	✓	✓
Onsite staffing		✓	✓	✓	✓
Returned materials processing		✓	✓	✓	✓
Document Delivery (staff scanning)		✓	✓	✓	✓
Contactless pickup and delivery (includes interlibrary loan books)			✓	✓	✓
Inter-CUNY Delivery (CLICS)			✓	✓	✓
Interlibrary loan book lending and scanning			✓	✓	✓
Patron access to spaces (includes special collections)				✓	✓
Library Computer Use				✓	✓
Library Printing				✓	✓
Library Study Spaces				✓	✓
Equipment Loans					✓
Open Stacks					✓
Print Reserves					✓

The Kurt R. Schmeller Library is presently operating at Stage 0. We will gradually increase through stages one and two:

- Physical Access Stage 0: Online-only services, with no staff onsite; all classes online

The library has been offering 24/7 online reference service (in collaboration with our reference partnership). We have been offering online classes, mostly in Blackboard. Librarians have been working together on techniques to enhance online instruction.

- Physical Access Stage 1: Online-only services, with minimal staff onsite; all classes online

Support staff employees in the library to handle books that have been returned. Returned books need to be quarantined for four days before they can be shelved and loaned. Staff would be able to check books back into the library. Staff would also be able to check in print periodicals. We have suspended our print newspaper subscriptions and will not restart them until the library is actually open. However we still get some print journals that need to be checked in and put away.

- Physical Access Stage 2: Online services and limited patron access to physical library; combination of in-person and virtual classes

Fall 2021 Reopening Plan update: The QCC Library operations will start up at the access stage 3 effective August 2021 at a 50% occupancy with visitation limited to 2 hour scheduled blocks of time for general access or scheduled quiet study area use. Occupancy limits may change according to student demand and health conditions during the semester. Access to the Library will be restricted to one entrance and exit point with all persons verifying enrollment or employment status upon entry. All points of student facing contact will have barriers to facilitate safe and effective interactions with the students.

Mental Health Services

- Stage 1 (maximum of 25% of normal campus occupancy)
 - All activities that can be done remotely from home should be done from home, including all seminars, group meetings, etc.
 - Limited faculty/staff to be on campus
 - Proposed Approach for Specific Areas During Stage 1:
 - Counseling Services – open remotely for students.
- Stage 2 (maximum of 50% of normal campus occupancy)
 - A gradual expansion of the number of activities on campus and in the field is anticipated during this phase while ensuring compliance with sound public health practices including the use of heightened cleaning, staggered access, and physical distancing protocols.
 - If work is being done effectively via telecommuting, there should be no change to on-campus working until the threat of the pandemic is fundamentally reduced.
 - In this stage:
 - Counseling Services – open remotely for students.
- Stage 3 (maximum of 75% of normal campus occupancy)
 - If work is being done effectively via telecommuting, there should be no change to on-campus working until the threat of the pandemic is fundamentally reduced.
 - In this stage:
 - Counseling Services – open remotely for students on and off campus.
- Stage 4 (100% of normal campus occupancy)
 - Normal operations resume within prescribed hygiene, health, and safety protocols.
 - Counseling services – open on campus and remotely for all students

On the basis of the proviso that work can be done effectively by telecommuting, and because of the extremely limited presence of students on campus, Counseling Services at QCC plans to maintain Stage 1 operations throughout the Fall 2020 semester. Counselors are available on an appointment basis and screen calls to assess and appropriately see/refer students in an emergency situation.

Fall 2021 Reopening Plan update: Counseling Services will return to work effective August 2021 up to a 50% office occupancy according to the student on campus population anticipated and will include the continued use of telecommuting to the greatest extent possible for administrative tasks. The Office will be ready to flex to greater, or reduced onsite presence according to student demand by providing a combination of virtual and in-person services. All points of student facing contact will have barriers to facilitate safe and effective interactions with the students.

QCC will frequently communicate available support resources to faculty, students, and employees, as follows:

- The [Benefits and Wellness](#) page on the QCC and CUNY websites for additional information.
- QCC will communicate and refer faculty and staff to CUNY's University-wide mental health trainings to be launched in Summer 2020 when available
- To honor and mourns the CUNY faculty, staff, students, alumni and retirees lost to the COVID-19 pandemic, QCC & CUNY have created [In Memoriam](#) pages and employees will be encouraged to participate as a way of grieving the loss of so many.
- QCC will explore providing available resources, workshops, mindfulness, and other skill building programs to support employees in a virtual environment by partnering with the Department of Health Physical Education and Dance. In partnership with the QCC Counseling Center, the Division of Marketing and Communication will continue its #WellnessWednesday campaign to increase students' awareness of campus mental health resources and the benefits of seeking help from those services. The division will also continue to partner with the Department of Human Resources and Labor Relations to promote these resources to faculty and staff.

Student Life / Inclusion – Student Activities

- Stage 1 (maximum of 25% of normal campus occupancy)
 - All activities that can be done remotely from home should be done from home, including all seminars, group meetings, etc.
 - Limited faculty/staff to be on campus
 - Proposed Approach for Specific Areas During Stage 1:
 - Student Activities – open remotely for students
- Stage 2 (maximum of 50% of normal campus occupancy)
 - A gradual expansion of the number of activities on campus and in the field is anticipated during this phase while ensuring compliance with sound public health

practices including the use of heightened cleaning, staggered access, and physical distancing protocols.

- If work is being done effectively via telecommuting, there should be no change to on-campus working until the threat of the pandemic is fundamentally reduced.
 - In this stage:
 - Student Activities – open remotely for students
- Stage 3 (maximum of 75% of normal campus occupancy)
 - If work is being done effectively via telecommuting, there should be no change to on-campus working until the threat of the pandemic is fundamentally reduced.
 - In this phase:
 - Student Activities– hybrid model for events and meetings; some can still occur remotely and some can happen in person. Assess spaces and determine if gatherings are possible in compliance with social distancing and cleaning guidelines. Coordinate with campus events planning committees, CSAOs, CAAOs, Facilities Managers, Reservations, Public Safety, and EHS to approve gatherings and to set up rooms for proper social distancing (tape on floor to designate distances, signage, etc.)
- Stage 4 (100% of normal campus occupancy)
 - Normal operations resume within prescribed hygiene, health, and safety protocols.
 - Student Activities – resume operations as before March 2020; install additional hygiene signage and hand sanitizer dispensers in public spaces

Student Activities at QCC plans to maintain Stage 1 operations throughout the Fall 2020 semester.

Fall 2021 Reopening Plan update: Student Activities will resume on campus on a limited basis with planned events and activities closely managed and with a predetermined occupancy / density according to the student demand and population anticipated. Preference will be given to activities and events that can be held outdoors. All events will go through an approval process to ensure that current health and safety protocols are adhered to. Additional outdoor seating is being added outside the Student Union and all indoor spaces in the Union are under review to add additional socially distanced space for student use. Occupancy limits of 50% will be monitored and enforced. Access to the Student Union will be restricted to one entrance and exit point with all persons verifying enrollment or employment status upon entry. All points of student facing contact will have barriers to facilitate safe and effective interactions with the students.

Student Life / Inclusion – Student Orientation

- Stage 1 (maximum of 25% of normal campus occupancy)
 - All activities that can be done remotely from home should be done from home, including all seminars, group meetings, etc.
 - Limited faculty/staff to be on campus
 - Proposed Approach for Specific Areas During Stage 1:

- Orientation – delivered remotely only
- Stage 2 (maximum of 50% of normal campus occupancy)
 - A gradual expansion of the number of activities on campus and in the field is anticipated during this phase while ensuring compliance with sound public health practices including the use of heightened cleaning, staggered access, and physical distancing protocols.
 - If work is being done effectively via telecommuting, there should be no change to on-campus working until the threat of the pandemic is fundamentally reduced.
 - In this stage:
 - Orientation – delivered remotely only
- Stage 3 (maximum of 75% of normal campus occupancy)
 - If work is being done effectively via telecommuting, there should be no change to on-campus working until the threat of the pandemic is fundamentally reduced.
 - In this stage:
 - Orientation – delivered remotely only
- Stage 4 (100% of normal campus occupancy)
 - Normal operations resume within prescribed hygiene, health, and safety protocols. Orientation – resume operations as before March 2020; install additional hygiene signage and hand sanitizer dispensaries in communal and large event spaces

Fall 2021 Reopening Plan update: Student Orientation will resume on campus on a limited and carefully planned RSVP basis, preferably held as outdoor events during late August & September utilizing the Quad, Great Lawn, Atrium, Student Union Plaza and tents. All events will be determined and approved by Student Affairs in coordination with the coronavirus coordinator to ensure then current health and safety protocols are adhered to.

Students with Disabilities

As many as two-thirds of CUNY students with disabilities have conditions that place them at higher risk to be seriously impacted by COVID-19. For these vulnerable students, safety of affordable, accessible, safe public transportation to commute to campus is a significant barrier to participation. Furthermore, some students rely on third-parties to provide accommodations and services of a personal nature (i.e. ASL interpreters, personal care assistants, etc.) who may be reluctant to come to campus to provide services. In most cases, disability services offices' space limitations make social distancing difficult. Cleaning solutions used to sanitize facilities are often harmful to students with "environmental disabilities." Finally, disability services professional staff themselves are comprised of a comparatively high percentage of professionals with underlying health conditions that may make them reluctant to risk coming to campus. QCC will conform to the recommendations set forth in the *CUNY Guidelines for Safe Reopening*:

- General
 - Whenever practicable and appropriate, students with disabilities will be extended maximum latitude to participate in distance learning as a reasonable accommodation.

- The SSD office will work with College IT and Web services to ensure that all students with disabilities have the devices, assistive technologies, and related services they need to access the curricula.
 - Faculty will be advised regarding development and technical assistance through CETLs and disability services offices around course creation and management consistent with the principles of universal design.
 - Guidance and best practices in accommodating students with disabilities in the distance learning setting, will be promulgated. Reference: “Distance Learning Platforms, Tools & Resources” and “Student Success, Equity, & Inclusion” in *Guidance to Academic Continuity on Campuses* – <https://www.cuny.edu/coronavirus/guidance-on-academic-continuity-to-campuses/>.
- Accommodating Deaf & Hard-of-Hearing Students
 - With the support of CUNY’s Director of Deaf & Hard-of-Hearing Services and CUNY Media Accessibility Project, ensure that Deaf & Hard-of-Hearing students have access to captioning services and, when possible, ASL interpreter services for courses in the distance learning environment.
 - Faculty should endeavor to provide electronic course notes to their classes, which will certainly benefit all learners, but especially Deaf & Hard-of-Hearing students.
- Accommodating Blind & Low-Vision Students
 - Faculty should collaborate with campus disability services professionals to ensure that all print instructional materials are created in accessible formats.
 - Ensure that all instructional videos are audio-described and photos are tagged with descriptive text to ensure accessibility.
- Accommodating Neurodivergent Learners
 - Faculty should endeavor to develop structured syllabi, with course information, assignments, and key dates clearly described and highlighted in accordance with universal design principles; this is important for all students, but particularly those on the autism spectrum.
 - When possible, neurodivergent students should be connected with remote peer mentors to support students in navigating their courses and the distance learning enterprise in general.
 - Students with intellectual disabilities in the *CUNY Unlimited* program should be granted Blackboard access by campus Blackboard administrators to allow these students to continue their inclusive higher education in the distance learning setting.

Fall 2021 Reopening Plan update: Students with Disabilities Services will return to work effective August 2021 up to a 50% office occupancy according to the student on campus population and student need. The Office will be ready to flex to greater, or reduced onsite presence according to student demand by providing a combination of virtual and in-person services. All points of student facing contact will have barriers to facilitate safe and effective interactions with the students.

Campus Bookstore

- Barnes & Noble operates a bookstore on the QCC Campus in the W-Building servicing students, faculty & staff. Since March, when NYS instituted the pause, the bookstore has been operating remotely and serving students via online ordering and shipping of textbooks and this will continue in the Fall. The University Counsel recently notified QCC that a COVID Addendum to the existing contract is in process. QCC will enforce access, screening and other protocols delineated under this addendum.

Fall 2021 Reopening Plan update: The Campus Bookstore will be available on a limited occupancy basis up to 75% according to student demand and health conditions during the semester. The Bookstore will adhere to all CUNY, State and City requirements.

General Campus Provisions and Standards for Hygiene, Cleaning and Disinfection

- QCC will adhere to hygiene and cleaning and disinfection requirements as advised by the CDC and NYSDOH, including “[Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#),” and the “[STOP THE SPREAD](#)” poster, as applicable.
 - Logs that include the date, time, and scope of cleaning and disinfection will be maintained and the College will identify and include cleaning and disinfection frequency for each facility on an as needed basis based on the daily facility activity. The Chief Superintendent will establish the log and be responsible for its maintenance and will report to the Coronavirus Campus Coordinator regularly on the status of the cleaning regimen and the log.
- QCC will provide and maintain hand hygiene stations around the institution, as follows:
 - For handwashing: soap, running warm water, disposable paper towels, and a lined garbage can. Hand sanitizing stations supplied with an alcohol-based hand sanitizer containing at least 60% alcohol will be placed in areas where handwashing facilities may not be available or practical (Note: QCC lacks warm water in a number of facilities).
 - Hand sanitizer stations will be available throughout the campus in convenient locations.
 - Alcohol-based hand sanitizers will be restricted where they cannot be safely deployed due to flammability concerns.
 - Signage will be placed near hand sanitizer stations indicating that visibly soiled hands should be washed with soap and water as hand sanitizer is not effective on visibly soiled hands.
 - Communications, including signage, will recommend and reinforce [handwashing](#) with soap and water for at least 20 seconds.
- Secure receptacles for the disposal of soiled items, including paper towels and PPE, will be placed throughout the campus.

- Disposable wipes and instructions for use will be provided to staff and faculty for use on commonly used surfaces (e.g., keyboards, desks, remote controls, door handles, elevator buttons) before and after use.
- QCC will provide appropriate cleaning and disinfection supplies for shared and frequently touched surfaces for employees and encourage employees to use these supplies following manufacturer’s instructions for use before and after use of these surfaces, followed by hand hygiene.
 - QCC has installed touch-free water faucets and paper towel dispensers in most campus restroom facilities. Where these amenities are not available, QCC will make hand sanitizer available near high touch surfaces (e.g. trash receptacles, paper towel dispensers).
 - QCC campus staff will be vested with the responsibility for cleaning their own work areas. QCC will provide workspaces with single use disinfecting wipes and/or multi-surface spray cleaners to support self-servicing of touch points. For college-owned vehicles, QCC 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.
- QCC will conduct regular cleaning and disinfection of the facilities and more frequent cleaning and disinfection for high risk areas (which are not expected per our plans) used by many individuals and for frequently touched surfaces. Cleaning and disinfection will be rigorous and ongoing and will occur at least daily, or more frequently as needed in accordance with NYSDOH’s [“Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19”](#)
- QCC will ensure that materials and tools used by employees are regularly cleaned and disinfected using registered disinfectants as required by the Department of Environmental Conservation (DEC) list of products registered in New York State and identified by the EPA as effective against COVID-19. In circumstances where cleaning or disinfecting products or the act of cleaning and disinfecting causes safety hazards or degrades the material or machinery, QCC will supply disposable gloves and will limit the number of employees using such machinery as possible.
- QCC will regularly clean and disinfect restrooms. Wherever possible, QCC restrooms accessibility will be limited to single use bathrooms by floor to prioritize frequent cleaning and disinfectant efforts. Where single use bathrooms are not available, QCC signage at all restrooms will clearly indicate that the occupancy limit based on the prevailing social distance limits in August Fall semester opening.
- QCC is in final procurement stages for an automated tracking database system for facility cleaning, maintenance and reporting for supervision and confirmation. The system will also allow faculty, staff and students report issues by scanning a bar code that will identify the area requiring cleaning or supplies.

Guidelines for Disinfecting after a Confirmed or Expected Case

- QCC will adhere to CDC guidelines on [“Cleaning and Disinfecting Your Facility”](#) if someone is suspected or confirmed to have COVID-19, including:
 - QCC will close and isolate all areas used by the person who is sick and areas affected by the confirmed or suspected case of COVID-19.

- QCC will open outside doors and windows to increase air circulation in the area and adjust HVAC building controls as appropriate.
- QCC will wait 24 hours before cleaning and disinfecting, if feasible, thereafter cleaning and disinfecting all areas used by the person suspected or confirmed to have COVID-19 who is sick, such as offices, classrooms, bathrooms, stairways and other common areas.
- Once the area(s) has been appropriately cleaned and disinfected, it will be reopened for use with the approval of the Coronavirus Campus Coordinator.
- Upon confirmation of appropriate cleaning and disinfectant, QCC employees without close or proximate contact with the person suspected or confirmed to have COVID-19 will return to the work in the area as necessary.
- QCC will provide for the cleaning and disinfection of exposed areas in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces including elevators, lobbies, building entrances, restrooms, handrails, & door handles.

Ventilation and HVAC Systems:

- QCC will not require physical distancing for fully vaccinated employees. QCC will ensure there is an adequate flow of fresh air to workspaces and will optimize the ventilation system settings system operation for maximum space occupancy for maximum fresh air supply.
- QCC has inspected for mold, flushed plumbing and run water in sinks to eliminate stagnant water.
- QCC is currently upgrading filtration on all air handlers to levels recommended to control COVID-19 transmission including installation of MERV 13 filters.
- QCC will also clean and disinfect all HVAC intakes and returns on a regular basis, focusing on high use areas.
- QCC monitors ASHREA updates regularly and will adjust procedures as recommended and possible.
- QCC will not use pedestal, desk or hard mounted fans under any circumstance.

Fall 2021 Reopening Plan update: The Campus ventilation systems and campus specific preparations have been approved and found in compliance with CDC and ASHREA standards after review by the City University engineers and the ventilation consultants. The college will be scheduling classroom instructional and other activities where ever possible in classrooms with at least one operating window. Classrooms, labs and administrative offices necessary for Fall 2021 approved operations that do not have windows will be equipped with ultra violet (UV) light based air cleansing equipment to supplement the existing ventilation.

General Campus Provisions and Standards for Protective Equipment

- QCC maintains a supply of personal protective equipment (PPE) used to protect employees including masks, gloves and goggles.

- QCC maintains a 2-4 month supply of all PPE required for our essential workers including N95s (2,800 in inventory/distributed weekly), flat masks (42,000 in inventory/distributed daily) and gloves (7,200 in inventory/distributed daily). This inventory level has been determined by using the anticipated number of employees required and permitted on campus and the distribution cycle necessary to complete their jobs safely. The college continues to refresh supplies and has an additional 3,000 N95 masks on back order expected to be received in September.
- The college has a three month supply of hand sanitizer stand replacements and will maintain this level by ordering each time we are at a level of two months inventory based on usage. The college also maintains an inventory of disinfecting wipes and will continue to order a sufficient stock based upon usage after the semester begins.
- Wipes have been procured and will be available in every classroom in operation in the Fall semester.
- The Nursing program has a two semester supply of N95 masks, which will be refreshed up to three times per semester. N95s will be maintained for multiple use while attending clinical onsite in hospitals. The Nursing department also has a one year supply of full PPE kits for students that include flat masks, goggles and disposable gowns.
- The EMT program requires flat masks only and the college has sufficient supplies, as noted above, to support this program, based on enrollment, through the completion date of late October.

General Campus Requirements for Physical Distancing

Fall 2021 Distancing and Masks

Until further notice, appropriate face masks will be required for all individuals while inside CUNY 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 members of the QCC & CUNY community (students, staff, faculty, visitors, etc.) are asked to observe the honor system in complying with these requirements.**

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, N95 respirators, and face shields that cover both the mouth and nose.

- However, cloth, disposable, or other homemade face coverings are not acceptable for workplace activities that typically require a higher degree of personal protective equipment (PPE) due to the nature of the work. For those activities, N95 respirators or other PPE used under existing industry standards must continue to be used, as is defined in accordance with OSHA guidelines.

Physical distancing is defined as keeping space of at least 6 feet (about 2 arm lengths) between people who are not from your household in both indoor and outdoor spaces. For students who are expected to be vaccinated by Fall 2021 (except for those granted medical or religious exemptions), physical distancing will not be a required safety measure for classroom and educational settings. People who are not fully vaccinated should continue to practice physical distancing of six feet.

Limit Occupancy and Congestion

- All campus visitors will be allowed on campus only by appointment and in accordance with CUNY guidance for the fall semester, in order to limit total visitors and limits for specific spaces on campus throughout Stages 2 & 3 and until the Stage 4 full reopening of the Campus.
- Water fountains will remain locked with the exception of water bottle filling stations.
- QCC will restrict occupancy of more than one individual at a time in small spaces (e.g. supply rooms, faculty offices, study lounges, unless all individuals in such space at the same time are wearing acceptable face coverings or are members of the same residence. However, even with face coverings in use, occupancy will not exceed 25% of maximum capacity of the space during Stage 1. QCC has reviewed all floorplans with legal occupancies and square footage for all campus spaces and documented each room's occupancy per the six feet rule, starting with priority spaces. Using floorplans, QCC has established a maximum office capacity for each floor or room that will be utilized to ensure that shared spaces such as restrooms and meeting spaces are not overwhelmed.
- The QCC floorplan analysis was used to assign space to the onsite classes requesting access during Stage 1 and herein attached. The analysis and process will be adapted if social distancing rules change, reducing distancing required, and will be the foundation for planning Phase 2 & 3 plans for more onsite class and lab considerations in the Spring 2021 semester and thereafter.
- Non-essential common areas including game rooms, and lounges will remain closed until Phase 4.

- QCC will post signage to prevent congregation in elevator waiting areas and limit density in elevators encouraging use of a mask when more than one person is in an elevator. QCC will encourage the use of stairs with designated flow separating up and down traffic by stairwell.
- QCC will maintain an occupant policy for bathrooms and other frequently used areas consistent with social distancing norms approved by CUNY at the time of, and throughout the reopening stages until a full return to normal. QCC will post universal signage, and block access to stalls, sinks, as appropriate.

Reconfigure Floorplans

- QCC will modify the use and/or restricted use of classrooms and other places where students and faculty could gather, as needed.
- In Phase 2 & 3 of reopening, QCC will provide access to additional work spaces as needed.
- In instances where physical office reconfiguration are not easily achievable, staggered schedules and office/workstation usage will be enforced to ensure appropriate physical distancing.

Fall 2021 Reopening Plan update: Managers will be encouraged to stagger employees on site to facilitate distancing without physical floorplans changes. The attached Appendix I includes the classroom social distancing requirements at 3 foot social distancing bringing many spaces to pre-pandemic occupancy levels. Administrative and business offices will return to campus of a staggered schedule to safely provide in-person service levels according to students demand. Protective barriers and other safety precautions will be added to ensure the well-being of the staff and faculty during in-person activities. Scheduling of student visitors will be instituted using available technology to avoid overcrowding and / or unnecessary lines near student facing offices. Virtual advisement and student services will continue with an emphasis on either in-person or virtual service as demanded by student preference. All points of student facing contact will have barriers to facilitate safe and effective interactions with the students.

Signage

- QCC will post signs throughout the institution or campus, consistent with NYS Department of Health (NYSDOH) COVID-19 signage to remind individuals to: stay home if they feel sick; cover their nose and mouth with an acceptable face-covering; properly store and, when necessary, discard PPE; adhere to social distancing instructions for unvaccinated employees; report symptoms of or exposure to COVID-19, and how they should do so.
- In addition to personal health guidelines, signage will include information such as directional cues, occupancy limits, traffic patterns, and other campus policies.

Gatherings in Enclosed Spaces

- QCC will limit to the extent possible in-person gatherings in closed spaces. We will continue to make use of video-conferencing for meetings and this practice in Stages 2 & 3. We will conduct in-person classes but with all appropriate health and safety measures.
- We have closed all non-essential spaces including our performing arts center, gym, pool, conference rooms and other communal areas, unless they can be used for College needs such as classrooms. We will only reopen for use by internal or external groups, if and when, we determine the space can be used with strict compliance with NYS and CUNY Guidelines, likely only when the college resumes normal operations in Stage 4.
- Almost all staff will continue to work from home in Phase 1 (fall 2020) except for essential staff. Limited access will be allowed by appointment only.

Fall 2021 Reopening Plan update: The Campus gym, pool, conference rooms and other communal areas will open in accordance with CUNY and NY State requirements enforce in the fall 2021.

QCC Athletics

Fall 2021 Reopening Plan update: **QCC Athletics will return to campus in accordance with the currently approved plan as contained in Appendix J.** As announced by the Chancellor, EUA-authorized COVID-19 vaccines are now required for all student athletes prior to being permitted to participate in any CUNY athletic activity, and regardless of FDA approval. Student athletes may receive a CUNY-approved exemption for medical or religious reasons but must then follow our COVID-19 testing protocols and or other related requirements.

Dining Services

Fall 2021 Reopening Plan update: 'Grab and go' freshly made packaged food services will be made available in the Science Cafeteria with Atrium seating in accordance with health and distancing requirements at the time of the fall reopening. Vending will be available for Farmers Fridge meals, snacks and beverages. Signage will promote appropriate seating requirements for safe gatherings.

Student Computer Labs

Fall 2021 Reopening Plan update: Several labs have been converted, and are currently being upgraded, enabling remote services to students for access to college and course software from any location, on campus or off, that has Wi-Fi access. Campus Wi-Fi services are being upgraded for the Fall semester. Multiple existing student labs will provide appropriate physically distanced spaces for students on campus for 'normal' access and/or to participate in virtual classes as required by their schedule.

Student Services Administrative and Support Offices

Fall 2021 Reopening Plan update: All student facing offices are actively engaged in the Fall 2021 semester enrollment cycle working on a virtual basis. This includes admissions, advising, registrar, financial aid, bursar, new student engagement and international student services. In order to avoid disruptions to this critical activity in all student facing offices, virtual services will continue while there is a carefully phased return to campus at up to a 50% in person office occupancy according the student population anticipated. There will be continued use of telecommuting to the greatest extent possible for administrative and advisement tasks as determined by the department directors and senior administrators. The Student Facing offices will be ready to flex to greater, or reduced onsite presence according to student demand by providing a combination of virtual and in-person services. In order to provide on campus student support in an organized, effective and safe manner, the upper level of the Student Union will be staffed with representatives from all student services offices by appointment on a daily basis. QCC will also establish an onsite virtual student service centers to allow students on campus to access support services remotely. Throughout the pandemic, financial services, student payment plans, use of federal stimulus funding to relieve student debt have been utilized to remove barriers for students where ever possible.

Academic Department Administrative Offices

Fall 2021 Reopening Plan update: all academic department offices will return to work effective August 2021 at up to 50% office occupancy according the student population anticipated and will include the continued use of telecommuting to the greatest extent possible for administrative tasks. The Office will be ready to flex to greater, or reduced onsite presence according to student demand by providing a combination of virtual and in-person services. Student in-person meetings will be held only an appointment basis. All points of student facing contact will have barriers to facilitate safe and effective interactions with the students.

Staged Reopening Plan

The College has conceived of the Reopening in four stages.

- Stage 1: Fall semester: The College is starting this fall semester with a small number of classes on campus and only essential staff and limited lab researchers onsite on a regular basis, well below the acceptable occupancy level of 25%. All others will come to campus by appointment on an as needed basis, i.e. the person needs to perform a task that can only be done on campus. With only a small portion of instruction on campus, all student services staff remain online, and the majority of the non-instructional staff should perform their duties online as well. As such, our plan is to remain at Stage 1 for the entire fall semester.
- Stage 2: The College will increase instructional effort up to a maximum of 50% occupancy. During this phase, in spring 2021 the earliest, we will increase our on-site instruction to no more than 50%, and likely less, in order to maintain the safety and wellbeing of our students, faculty, and staff. During this stage, we will add any non-instructional staff for technology services, student services, facility and public safety services necessary to support the presence of those faculty and students on site. If the College determines that an individual (faculty, staff or student) can perform a set of activities offsite, then staff will continue to perform those tasks off-site so we can accommodate physical distancing requirements and health and safety mandates for enhanced cleaning. We will consider student requests for quiet

spaces/appointment slots up based on need and ability to maintain student compliance with health and safety protocols.

- Stage 3: The College will increase instructional effort up to a maximum occupancy of 75%. During this stage, in fall of 2021 the earliest, we will consider increasing our on-site instruction for high priority programs to no more than 75%, in order to maintain the safety and wellbeing of our students, faculty, and staff. Staff that can continue performing their duties remotely will continue doing so.
- Stage 4: The College will return to normal operations. This will occur only as directed by NYS/CUNY and likely to occur only when there is a vaccine widely available.
- The Campus Reopening Committee will closely monitor the fall 2020 experience and use the information to inform Stage 2 & 3 planning on campus. During Stage 1, we will continually check on departments experiences with onsite operations and ask for any suggested changes.
- In moving to Stages 2 or 3, these are the conditions/triggers that must be met:
 - We will be guided by the most up to date information about community health conditions as reported by NYS and local health officials, including using the key metrics on NYS's Regional Dashboard <https://forward.ny.gov/percentage-positive-results-region-dashboard> to determine if the prevalence of the disease is low enough to expand physical presence. Among other metrics, the positivity rate must be below present rate before we move to Stage 2 or 3.
 - We will closely monitor reports of any on-campus positive cases during the fall and assess our ability to manage and contain the risk to others; if we could not contain, we would not move to Stages 2 or 3.
 - We would not move to Stage 2 if there were signs of significant community or campus outbreaks of other known influenza illnesses that may exacerbate the impact of COVID-19. We will monitor signs of such an outbreak using information from NYC/NYS health agencies and/or campus self-reported cases.
 - Given our capacity to handle onsite presence with current social distancing requirements in classrooms, workspaces, elevators and other spaces, we would not move to Stages 2 or 3 unless 6 feet requirement can be achieved, or if social distancing requirements have changed allowing for 3-foot social distance.
 - We will assess our ability to monitor compliance with health and safety protocols to mitigate risk. Only if we have been successful, would we move to Stages 2 & 3.
 - We will use a risk assessment that considers workplace density and levels of student/public/staff interaction with priority being given to low levels of workplace density and public interactions for consideration of which staff to return in Stages 2 and 3.
 - We will rely on Academic Affairs to determine which classes and other activities should be prioritized for return in Stages 2 & 3.
 - Elsewhere in the Plan, we have described the protocols for Stage 1 in terms of cleaning, social distancing, work schedules, elevator usage, PPE and the physical preparations of the spaces.
 - As we begin to reopen offices and other spaces for Stages 2, 3 & 4 that have been closed and unoccupied, we will prepare for occupancy by using a basic hygiene and operational protocol for spaces that have been unoccupied for a long time, including cleaning and disinfecting; ensuring appropriate ventilation, water systems are checked and other actions as appropriate to the space.
- We will use risk assessment tools provided by CUNY in assessing compliance.
- In Stages 1, 2 & 3, the Campus will provide necessary accommodation to faculty, staff and students at high risk for severe illness. See Section on Vulnerable Populations.

- In Stages 1, 2 & 3, the Committee will monitor and respond to changes in community, referring to NYS Regional Dashboard and campus health conditions, using data from our healthcare screening form.
- In the case of an outbreak on campus that cannot be contained or a deteriorating community health conditions, the College will be prepared to roll back to earlier phase including no presence on campus except for essential staff.
- In Stage 4, full reopening, the cleaning regimen will return to normal.

Other Requirements

Testing

- CUNY & QCC, through its vendor, Applied DNA, has implemented surveillance testing so that individuals who are not fully vaccinated or who do not disclose their vaccination status must obtain a negative COVID-19 test within 7 days of entering a CUNY facility. Surveillance testing is intended to identify infected people who are asymptomatic. Surveillance helps to identify unknown cases so that measures can be taken to prevent further transmission.
- Fully vaccinated individuals are not required to submit weekly tests.
- CUNY's testing program will include periodic screening of a random sampling of vaccinated individuals to help monitor and contain the spread of COVID-19 across the University. The frequency of such testing will depend upon the coronavirus positivity rate and the prevalence of variants among other factors.

Starting on October 7, students without proof of vaccination will not be allowed access to campus, unless they have been granted an exemption. Other stakeholders on campus who are not fully vaccinated or who do not disclose their vaccination status will continue to be required to submit a weekly COVID-19 negative surveillance test and adhere to additional requirements aimed at keeping the CUNY community safe. Regular testing will not be required for those who are fully vaccinated.

Visitor Access to Campus

The QCC reopening plan is informed by CDC, New York State Department of Health, and New York City Department of Health and Mental Hygiene guidelines relating to the COVID-19 public health emergency. It aims to provide a consistent approach to density management that is in parallel with the processes that are or will be in place for all City University of New York (CUNY) community members who are on campus.

The federal, New York State and New York City rules, regulations, policies, procedures and laws (collectively, "Laws") regarding the matters covered by this policy change frequently. In the event that the U.S. Government, New York State or New York City adopt Laws applicable to CUNY that are stricter than those set forth in this policy, these stricter Laws shall supersede those in this policy.

Definition of Visitor

A visitor to QCC is someone who is not a CUNY student, faculty or staff member. Examples of visitors include, but are not limited to:

- vendors and other individuals coming to campus to perform activities related to a contract with or in support of the University;

- _employees of related entities of CUNY including without limitation auxiliary enterprise corporations, colleges associations, and child care centers;
- _unpaid college interns;
- _community members and other individuals coming to a campus to use University facilities such as pools and gyms, or to attend activities on campus; and
- _family members or friends of CUNY students, faculty, or staff.

Rules for Visitors

Subject to the exceptions in this policy, 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. “Fully vaccinated” means:

- _Two weeks after a second dose in a 2-dose series, such as the Pfizer or Moderna vaccines; or
- _Two weeks after a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine; or

Visitors are also required to comply with all other University policies and codes of conduct, as well as government and/or campus-specific rules and protocols, applicable to individuals on campus that are intended to help prevent the spread of COVID-19, including by way of example:

- _any masking and social distancing requirements; and
- _complying with any applicable federal, state or local quarantine rules.

Before coming to a CUNY campus, visitors are encouraged to consult the campus’ website to review the most current access rules and protocols.

Exception for Short Visits with No Close Contact

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 of

Exceptions for Visitors under 12

At present there is no vaccine available to individuals under the age of 12. The requirements for these children are as set forth below:

TYPES OF UNDER 12 GROUPS DESCRIPTION CUNY PROTOCOL

<u>TYPES OF UNDER 12 GROUPS</u>	<u>DESCRIPTION</u>	<u>CUNY PROTOCOL</u>
1. Accompanying a visitor	Children accompanying a visitor who have business to tend to on campus for a limited time.	<ul style="list-style-type: none"> • _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.	<ul style="list-style-type: none"> • _Exempt from testing. • _Limit access on campus. • _Require masking for those 2 & up enforce social distancing.

3. Enrolled in programs	Children who routinely come to CUNY facilities to participate in a program.	<ul style="list-style-type: none"> • _Require Weekly Testing. • _Require masking for those 2 and up.
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Failure to comply with this policy will result in the denial of access to the campus.

Human Resources

- QCC will implement practices that will allow student-facing staff with higher likelihood of serious illness from infection to take on other duties that are similar to their existing duties, but which reduce their risk of infection or telecommute as possible.
- The QCC Emergency Management Team will work with the Office of Human Resources to notify faculty and staff of new workplace policies and changes prior to reopening and upon resuming operations. QCC will provide:
 - Training on new or modified working schedules, how employees can stay up to date on new scheduling requirements, and how to make requests for schedule changes if a need arises.
 - Awareness training on cleaning and disinfection along with proper use of PPE, and other precautionary measures.
 - Communications with staff by managers or supervisors to determine when they will be permitted to return to campus, and what their responsibilities are. See Appendix K.
- QCC will identify and enact specific protections for students, faculty, and staff who have medical risk. Vulnerable populations will be advised to stay home (i.e. remote learning for students, remote teaching for faculty, and remote work for staff). QCC will modify their reasonable accommodation process for vulnerable individuals to self-identify and be verified.
- QCC will evaluate all possible approaches to serving its vulnerable populations.
- Consistent with applicable law, QCC will 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 .
- Requests for Reasonable Accommodation under ADA: The Office of Human Resources will carefully review all requests for health and disability-related accommodations on a case-by-case basis in accordance with applicable federal, state and local law, as well as CUNY guidelines. All other requests for special remote working arrangements not related to an employee’s personal health or disability will be reviewed by the Office of Human Resources on a case-by-case basis.
- The Office of Human Resources will return to work effective August 2021 at up to a 50% office occupancy and will also continue telecommuting to provide administrative services to the community. All points of customer facing contact will have barriers to facilitate safe and effective interactions.

Compliance Enforcement

- All QCC individuals are required to carry a CUNY ID at all times while on campus.
- Issues related to non-compliance with social distancing, hygiene, or safety practices will be reported confidentially to the Coronavirus Campus Coordinator.
- Public Safety personnel will be trained on campus policies and safety plans, as well as their enforcement, including identifying and recording violations and how to manage non-compliance.

Transit and Transportation

- QCC will designate specific entrances, elevators, and bathrooms for student or employee cohorts to limit density and prevent cross contamination where necessary.
- QCC will encourage students, faculty and staff who use public transportation or ride sharing to follow CDC guidance on how to protect yourself when using transportation. Additionally, commuters will be encouraged to commute during less busy times and wash their hands as soon as possible after their trip.
- QCC has been communicating with the MTA and local legislative officials requesting additional service and buses during peak travel times to minimize congestion for the QCC community.

Training and Screening

- QCC 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, primarily by requiring the viewing and completion of CDC provided instructional videos.
- If COVID-19 cases develop, QCC will restrict social contact and mobility across campus particularly in affected areas.

Public Events

- QCC will prohibit public gatherings on campus and non-essential visits until such time that it is deemed safe and until there is a COVID-19 vaccine or cure.

Campus Deliveries and Drop-Off

- QCC has established designated areas for pickups and deliveries, and will limit contact to the extent possible.
- Delivery schedules and signs will be displayed at main drop-off and pick-up areas.

Student Conduct Protocol

QCC students will be required to follow the COVID-19 Student Conduct Protocol posted to: <https://www.cuny.edu/coronavirus/guidance-on-cloth-face-coverings/>

Communications

- Vice President and Chief Marketing and Communication Officer, Stephen Di Dio, has been appointed to coordinate COVID-19 related communications and to coordinate with the Campus Coronavirus Coordinator and the Chancellery/COO's Office.
- QCC campus reopening plans and related information is available/archived in a single location at <https://www.qcc.cuny.edu/covid> and supplemented with emails, social media posts and other communications specific to students, faculty, staff and other stakeholders. The campus communication portal prominently acknowledges CUNY's Coronavirus Update page: <https://www.cuny.edu/coronavirus/>.
- QCC's communications approach emphasizes transparency and is focused on our community's safety and health, guided by our mission and dedicated to student success, and in accordance with state and public health requirements. Objectives include but are not limited to:
 - Communicate to students/faculty/staff what is being done to mitigate the spread of COVID-19 (e.g., disinfection routine, health policies for staff, and health & safety measures in place).
 - Communicate to faculty and staff any required training to help them adjust to new campus behaviors.
 - Communicate all available support resources to faculty, students, and employees, as outlined in this document (see page 15).
 - Communicate campus policies, as well as the existence and application of departmental safety plans and the campus-wide plan. Safety plans will be conspicuously posted in applicable public places on campus.
 - Communicate plans for reopening and drive adherence to new protocols within those plans; communicate specialized information and guidance to students and guardians, whenever possible.
 - Communicate instructions, training, signage and information with internal and external stakeholders, using appropriate CDC communications resources available at <https://www.cdc.gov/coronavirus/2019-ncov/communication/index.html>. Information to be shared in multiple languages, whenever possible.
 - Establish formal and informal channels of communication for employees to express concerns, questions, comments, and feedback via confidential hotline and the Department of Human Resources. QCC uses different tactics for each stakeholder group.
 - Administrators, department leaders, faculty, staff: email, virtual forums/video town halls, website/hotline
 - Students and parents: email, two-way texting, social media direct messaging, push notification, virtual forums/video town halls, website/hotline
 - Alumni: email, website/hotline
 - Local community: email, social media, telephone
 - NOTE: QCC will continue to engage stakeholders including employees, students, and community representatives when revising reopening plan as described in this document, through such bodies as the Emergency Management Advisory Group.

- Note: Non-confidential questions, comments and feedback are converted into Frequently Asked Questions which are posted to QCC’s Coronavirus portal.
 - The Queensborough EMAG (Emergency Management Advisory Group) has conducted several Zoom Townhalls to keep the community informed and will hold virtual monthly townhalls over the summer to continue to engage, inform and educate
 - Queensborough has conducted a student virtual townhall to inform them of the availability of on campus course offering and vaccinations.
 - Queensborough has become an established NYC Vaccination Center which includes guaranteed appointments for QCC faculty, staff and students. Weekly reminders have been sent to all employees to take advantage of this opportunity for a priority reservation to be vaccinated.
 - The QCC homepage prominently displays the need for employee vaccination and the availability of vaccine appointments on campus.
 - President Mangino and Dr. Torian Easterling, NYC First Deputy Health Commission and Chief Equity Officer, hosted an open Town Hall Meeting on Vaccine Safety. Members of the internal and external communities were invited. The event was recorded and will continue to be shared with students, faculty and staff.
 - The College will continue to host COVID Town Hall Information Sessions for students via Instagram Live.
- Established communications channels are used consistently as a means to provide updated information, including protocols and safety measures as well information related to a potential shutdown and/or other emergency notification. These include but are not limited to:

Communication Method	Constituencies Reached	Urgency Level	Detail Level
Text alert (including CUNYA!ert)/Push Notification Systems	Students, faculty, staff, and some families	High	Low (but can refer to email/website for additional details)
College e-mail	All students, faculty, staff	Low (frequency of checking email varies by each individual constituent)	High
E-mail to specific key constituencies (outside of QCC e-mail)	News media, alumni, Fund Board Members, prospective students, donors,	Low (frequency of checking email varies by each individual constituent)	High

	government agencies, neighbors (portion), grantors, partner institutions		
Website announcements	All	Low (frequency of checking website varies by each individual constituent)	High
Traditional and social media	Potential for all, but varies by each individual constituent; can be nuanced for particular audiences	Medium (frequency of checking social media varies by each individual constituent)	Low – High (depending on platform; can also be used to direct to website/e-mail)
Digital Signage (Flat Screen TVs on Campus)	Anyone physically on campus	High	Low (but can use to refer to email/website for additional details)
Printed signage at entrances, workstations, and other high traffic areas	Anyone physically on campus	High	Medium (can also use to refer to email/website for additional details)
Messaging on College computers	Anyone physically on campus accessing a computer	Medium	High

In addition to the channels outlined above, shutdown and other emergency information will be communicated via applicable procedures as posted to the Emergency Closing Information webpage at <https://www.qcc.cuny.edu/publicSafety/emergencyClosingInfo.html>.

Returning to Campus

QCC will establish the following protocols and will publicized them prior to the approved return of students, faculty and staff to their campus, and strictly enforced thereafter.

- Employees who are sick must stay home or return to home if they become ill at work.
 - QCC will continually reinforce and communicate with faculty, staff, and students that they must not come in to work if they are sick, and must notify QCC officials if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case (9).
- Any student, faculty, or staff member diagnosed with COVID-19 by their healthcare provider must notify the Coronavirus Campus Liaison via the template.
- 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. Their return to campus must be approved by Human Resources.
- Quarantine of students or employees may be required after travel, per current CDC and NYSDOH guidance.
- QCC will track and identify clearly defined measures that will serve as warning signs that infection among employees or students may be increasing beyond an acceptable level.
- Each reported case on campus will be fully evaluated to determine what areas must be shut down, and for how long, and what persons must be notified/quarantined. QCC's plan for student presence on campus in the Nursing and EMT programs includes protection measures created with the assumption that anyone and everyone is positive for COVID-19 and PPE and protocols were established accordingly. As such, the impact of a positive case on others in the community will be mitigated.
- QCC's safe return to work plan requires 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.

Tracing and Tracking

Tracing

- If an individual tests positive for COVID-19, the Liaison will immediately notify the Campus Coronavirus Coordinator. The Coordinator will ensure that the State and local health department are immediately notified about the case as well as notify the SVC for Institutional Affairs and the Campus Reopening Committee. They must also notify the Chancellery/COO's Office.
- In the case of an individual testing positive, QCC has 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 will be maintained as required by federal and state law and regulations. QCC will cooperate with state and local health department contact tracing, isolation, and quarantine efforts.
- QCC 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.

Tracking

- QCC 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.

Isolate and Transport Those Who are Sick

- QCC will immediately separate faculty, staff, and students with COVID-19 symptoms. Individuals who are sick will be instructed to go home or to a healthcare facility, depending on how severe their symptoms are following CDC Guidance for caring for oneself and others.
- QCC has identified and secured an isolation room in the Health Services Department in the Medical Arts Building, MC-02 to separate anyone who has COVID-19 symptoms or becomes aware that they have tested positive but does not have symptoms. QCC healthcare providers will use Standard and Transmission-Based Precautions when caring for sick people. See: What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection .
- QCC will establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. When calling for an ambulance, medical attention, or seeking transportation, QCC will first alert the contact that the individual may have COVID-19.

Notify Health Officials and Close Contacts

- In accordance with applicable federal, state and local laws and regulations, the Liaison will immediately notify the Campus Coronavirus Coordinator who must ensure that the State and local health department are immediately notified about the case if the individual tests positive for COVID-19 (and notify the SVC for Institutional Affairs and the Campus Reopening Committee). The Chancellery/COO's Office will also be notified.

Faculty, staff, students, and other individuals within close proximity to a suspected or confirmed case will be notified while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA), FERPA and other applicable laws and regulations.

- Through the New York State Contact Tracing Program, those who have had close contact with a person diagnosed with COVID-19 will be advised to stay home or in their living quarters and self-monitor for symptoms, and follow CDC guidance if symptoms develop.

Tracing and Enhanced Cleaning

- If one person is sick and being tested for COVID-19 or has tested positive for COVID-19, the following actions will take place:
 - Individuals who believe they may have COVID-19 and are awaiting test results or have positive test results must notify their Coronavirus Campus Liaison
 - Through the New York State Contact Tracing Program, contact will be made with the individual to identify all members of the community who were in close contact during the time that the individual would have been contagious (Close contact means physical contact or being within six feet of a person for more than 10 minutes).
 - Through the New York State Contact Tracing Program, outreach to all close contacts will be made to notify them that they are required to self-quarantine. Quarantine ends when:
 - 14 days have passed since they were last in contact with the individual who tested positive, or
 - The individual who initially tested positive receives a negative test result.
- Once the Coronavirus Campus Coordinator determines that a campus occupant has tested positive for COVID-19, the Coordinator will identify the timeframe for tracing the occupant's behavior. It will be assumed 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.
- QCC will 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.
 - QCC 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. QCC will determine appropriate campus community notification.

Isolation and Quarantine

- _You quarantine when you might have been exposed to the virus.
- _You isolate when you have been infected with the virus, even if you don't have symptoms

QCC will continue to require that unvaccinated individuals enter quarantine in the event of possible exposure. Fully vaccinated individuals will be required to get tested 3-5 days after the exposure and will not be allowed on campus until after receiving a negative test result. 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.
- _Quarantine is not necessary for someone who tested positive for COVID-19 in the last 90 days, recovered and remains without symptoms after exposure. This person will be required to provide appropriate medical clearance to return to work at any CUNY location.
- _In general, an individual should isolate for 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.

Students, faculty and staff are not to come to school or work if they:

- _Are currently experiencing or recently experienced (in the last 48 hours) any new or worsening COVID-19 symptoms.
- _Are unvaccinated and have recently (in the last 10 days) been in close contact (within 6 feet for at least 10 minutes over a 24-hour period) with someone who tested positive for COVID-19 or is suspected to have COVID-19 based on symptoms.
- _Tested positive through a diagnostic test for COVID-19 in the past 10 days.
- _Recently traveled domestically or internationally and are unvaccinated. All individuals should follow the CDC domestic travel recommendations and international travel recommendations before reporting to work or campus and notify their manager in advance of the travel dates and should quarantine be required.

Ramp Down Guidance

- The CDC provides the following 'Institutions of Higher Education Decision Tree' and QCC will conform with all requirements in consultation with CUNY.
 - With one or more confirmed COVID-19 case(s) on campus, QCC will consider a short class suspension of up to 7 days for areas in which the positive occupant was present, along with building and facility closure to clean and disinfect. The QCC will also contact the NYS Contact Tracer Initiative in consultation with local/State officials. Shutdowns may involve rolling campus closures (e.g. of 14–28 days) as required by internal and external monitoring criteria (A Blueprint for Back to School).
 - Ramp-down activities align with the level of community spread, with minimal or moderate spread requiring higher levels of cleaning and potential closure.
 - Extended closure is suggested with substantial community spread,

defined by CDC as large scale immunity transmission, healthcare staffing significantly impacted, multiple cases within communal settings.

Fall 2021 Reopening Plan update: In accordance with recent CDC Guidance issued on May 15, 2021, QCC will move to full time and / or hybrid remote learning as warranted if population positivity rates hit the guidance thresholds :

https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/operation-strategy.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fschools-childcare%2Fschools.html#anchor_1616080121423

Circumstances that Warrant Closure

- While CUNY's intention is to move forward and bring more activity back to campuses over time, CUNY campuses must also be prepared to reverse the reopening if the situation dictates.
- 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 campuses is required.
 - External monitoring criteria will include:
 - Federal, New York State, and New York City regulatory guidelines and mandates
 - Infection/health system status at the local, state, regional and nation-wide level.
 - Status of resources and infrastructure to combat contagion (e.g., PPE, health system capacity, testing and tracing)
 - Compliance of greater public with COVID-19 protocols (e.g., group gatherings, social distancing)
 - Reclosing status of neighboring universities
 - Internal monitoring criteria should include:
 - Spread of infection on campus (i.e. via data reported by Campus Coronavirus Liaisons - metrics on current caseload, new flu-like symptoms, spread)

Operational Considerations for Reclosing in the Event of an Outbreak

- Approved in person campus activities include a plan for shutdown in the event it becomes necessary.
- All Departments and faculty with fully on campus classes have plans in place to move to 100% remote learning should health circumstances warrant. Hybrid classes will remain in virtual mode during any health crisis requiring campus closure.

- QCC will monitor NYS COVID-19 infection rate metrics and local testing metrics and will determine the need to scale back or shut down campus operations based on these metrics in consultation with the Chancellery/COO's Office, local/state officials and health authorities to determine whether the campus needs to ramp down.
- Any decisions regarding ramp down/reclosing will be widely communicated to ensure the safety of the CUNY-wide and surrounding communities.
- Although it is no longer a New York State requirement, QCC will continue to monitor campus infection rates using the shutdown thresholds previously set by the State. 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, QCC will consult CUNY Central Office to determine the best course of action for scaling back campus activity. Provided, however, that if CUNY's surveillance testing program tests an average of at least 25% of a total on-campus population for COVID-19 each week, QCC shall not be required to transition to remote learning or to limit on-campus activities unless the greater of 100 individuals or 5% of the total on-campus population test positive using a 14-day rolling average.
- In addition, CUNY and campuses will continue to monitor community spread and adhere to CDC guidance in determining any additional safety protocols required for safe, in-person operations.

Additional Resources

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

- The NYS Guidance, while embodied in these Guidelines, can be found at: https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Higher_Education_Detailed_Guidelines.pdf
- Additional safety information, guidelines, and resources are available at:
 - NYSDOH Novel Coronavirus website
 - <https://coronavirus.health.ny.gov/>
 - CDC Coronavirus (COVID-19) website
 - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
 - OSHA COVID-19 website
 - <https://www.osha.gov/SLTC/covid-19/>
 - American College Health Association website

<https://www.acha.org>