



**CUNY SCHOOL OF LABOR  
AND URBAN STUDIES**  
THE CITY UNIVERSITY OF NEW YORK



**SCHOOL OF LABOR AND URBAN STUDIES:  
REOPENING PLAN- UPDATED**

June 2021

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### **LEADERSHIP AND EMPLOYEE PARTICIPATION (updated)**

SLU has established a Reopening Planning Committee led by the Associate Deans of Administration and Operations and by the Associate Dean of Academic Affairs, and composed of faculty, staff from all SLU units, and student representatives. The Committee's goals continue to be to create a Reopening Plan that the campus community supports, develop processes and procedures to ensure the safety of the campus community, and develop a budget that supports the current condition and the transition to reopen the campus.

The Reopening Planning Committee Members are:

- Burt Sacks, Associate Dean of Administration and Operations
- Gladys Palma de Schrynemakers, Associate Dean of Academic Affairs
- Antoinette Isable-Jones, Chief Marketing and Communication Officer
- Cherise Mullings, Enrollment Specialist
- David Unger, Program Coordinator
- Dorothy Benson, Director of Administration and Finance
- Irene Garcia-Mathes, Senior Academic Program Advisor
- Jeff Rickman, Chief Information Technology Officer
- Jiajing Xu, International Enrollment Specialist
- John Conway, Human Resource Manager
- Julman Tolentino, Program Coordinator
- Kevin Simmons, Academic Program Specialist
- Laurie Grimes, Director of Registrar
- Lidia Sanchez, Interim Human Resource
- Maureen LaMar, Academic Program Manager
- Michael Giliberti, Director of Bursar
- Michael Rymer, Academic Skills Specialist
- Nana Ama Ampah, Executive Assistant to Dean
- Nelly Benavides, Deputy to Associate Dean of Administration and Operations
- Orson Barzola, Enrollment Services Coordinator

- Padraig O'Donoghue, Student Support & Retention Manager
- Paula Finn, Director of Public Engagement
- Penny Lewis, Associate Professor, SLU Academic Governing Council Chair, PSC Vice President of Senior Colleges
- Rob Callaghan, Enrollment Specialist
- Rochel Pinder-Cuffie, Director of Student and Community Affairs
- Ruth Milkman, Professor
- Samina Shahidi, Senior Academic Program Advisor, PSC HEO Delegate
- Stephen Greenfeld, Academic Program Manager
- Maryam (Sara) Esfarayeni, Director of Workforce Development
- Sharon Hardy, Director of Enrollment
- Steven London, Associate Professor, PSC University-wide Officer
- Glen Guild, SLU Student Union Representative

Coronavirus SLU Team:

- Burt Sacks, Coronavirus Liaison, Coronavirus Coordinator
- Gladys Palma de Schrynemakers, Coronavirus Liaison
- Nelly Benavides, Coronavirus Coordinator
- John Conway, HR Manager, Coronavirus Coordinator
- Jeff Rickman, Screener
- Ralph Tricoche, Back-up Screener
- Nicholas Padilla, Back-up Screener
- Additional Screeners & Backup Screeners

Roles and Responsibilities of the Coronavirus Stakeholders per [CUNY Guidelines for Safe Campus Reopening](#), (see Appendix B, pg. xvi, pdf pgs. 5-7):

(Note: All data collected remains confidential and in compliance with HIPPA and FERPA.)

- Chancellery/COO's Office
  - Review and approve campus reopening plans
  - Ensure campus reopening plan contains appropriate safety measures, comports with reopening CUNY Guidelines, and campus completed a checklist
  - Serve in an advisory capacity for implementation issues that arise in the development and implementation of the reopening plans
  - Use data received when considering campus plan approvals
  - Coordinate with NYS and NYC public health officials in local health conditions that may impact CUNY and provide information to CUNY campuses
- Central Administration
  - Accountable for staying current with any updates to local, state, and federal requirements related to higher education and auxiliary activities and incorporating those changes into the operations of the colleges and entire university
- SLU Reopening Planning Committee
  - Accountable for staying current with any updates to local, state, and federal requirements related to higher education and auxiliary activities and incorporating those changes into the operations of the colleges and entire university
  - Determine the areas/departments to be included and the risk assessment provided in CUNY's Guidelines for Safe Campus Reopening

- Consult with campus stakeholders in developing campus plans
- Assist with preparation, review and implementation of the Campus Reopening Plan
- Serve as the ‘Campus Closing Committee,’ if needed, to implement Reclosing Plans
- Use data and work with COO’s Office when modifying the reopening approach
- Receive department reports after two weeks of operating under the new reopening plan, and work with COO’s Office, and responsive to local health conditions, may then modify the reopening approach.
- Work with COO’s Office to be responsive to local health conditions and continuously monitor and modify the reopening approach needed
- Coronavirus Liaison
  - Monitoring COVID-19 exposures
  - Reporting to Sr. VC for Institutional Affairs, Strategic Advancement and Special Counsel (SVC for Institutional Affairs) to share with CUNY leadership
  - Report data to SLU’s Reopening Planning Committee and Dean
  - Receive information from on-line NYS Daily Health Screening Template and from campus Screeners
  - Receive the completed mandatory health screening assessment from employees, students, visitors, and **immediately notify the Coronavirus Campus Coordinators of any possible positive cases reported through the screening process**
  - Reporting **daily report** on COVID-19 exposures using checkbox in [CUNY’s Supplemental Guidelines](#) to SVC for Institutional Affairs and the SLU’s Reopening Planning Committee
  - Provide data reports to Central and SLU to ensure SLU and Central decision-makers can calibrate reopening/reclosing plans based on the health status of the campus (data will be reviewed by Chancellery/COO’s Office, SLU’s Reopening Planning Committee, and local and state health officials)
- Coronavirus Coordinator
  - Serve as the campus safety monitor
  - Oversee preparation, review, and implementation of the SLU Reopening Plan, and responsible for ensuring continuous compliance with all aspects of the campus’ reopening plan
  - Lead and coordinate the work of SLU’s Reopening Committee and serve as the primary conduit between the campus and CUNY Central on reopening-related matters
  - Receive information from the Coronavirus Campus Liaisons on COVID-19 exposures on each campus and ensure that local health officials are immediately notified upon the identification of positive cases
  - Receive confidential reports from the campus on issues with non-compliance with social distancing, hygiene, or safety practices
  - Support the work of heads of campus facilities, to support the identification and implementation of physical, operational, and cleaning protocols
  - Designate roles and responsibilities as indicated throughout the CUNY guidelines
  - Follow internal campus-level review of reopening plans
  - Ensures NYS and NYC health officials and CUNY are informed of any positive cases on campus
- SLU Screener and Back-up Screener (updated)
  - Review Proof of Vaccination or Negative COVID-19 Test Result taken within past 7 days
  - Review Proof of Registration of Classes or Proof of Confirmed Appointment
  - Provide daily screening reports to Coronavirus Liaison
- SLU Supervisors



- Report any COVID-19 related cases to the Coronavirus Liaison
- After two weeks of operating under the new reopening plan, departments must report back to the SLU's Reopening Planning Committee on how operations are working, with suggested revisions to the plans.

### **IMPLEMENTATION PROCESS (updated)**

The Level I Reopening Plan previously submitted went into effect on August 25<sup>th</sup>, 2020, after the Plan was reviewed and approved by CUNY. Under Level I Plan, essential staff were scheduled to work on campus to provide in-person technology support three days a week and as needed, classes resumed through distance learning, and the campus continued to be routinely cleaned and disinfected, as the rest of SLU employees continued working remotely as specified in the Plan. We have thus ensured the health and safety of our SLU community, while remaining true to our mission.

As CDC, NYS, and CUNY guidelines ease into reopening and increase building capacity, and based on the extensive work the Reopening Committee has performed and reviewed, and the variables that currently stand in the way of a full reopening of the campus, this Level II Reopening Plan has been updated to prioritize in-person instruction over public events, which will be held remotely, and includes new information regarding the *Health and Safety* measures per CDC, NYS, NYC and CUNY guidelines and we have included 3 Feet and 6 Feet Plans under the *Space Capacity Reduction* section. The new guidelines eliminate the space capacity for fully vaccinated individuals, and CUNY requires students to be fully vaccinated, pending full FDA approval of the vaccines, nonetheless, this Level II Reopening Plan continues to include 3 feet and 6 feet social distancing, includes a 50-60% space capacity for the campus, and will go into effect after the Plan has been approved by CUNY. In the meantime, the Reopening Committee will continue maintaining our main principles for returning to campus:

1. Maintain adherence to CDC, NY State, and CUNY guidelines.
2. All SLU employees, students, and visitors/vendors are required to wear a face mask/face covering at all times, maintain social distancing at all times and complete pre and/or on-campus screening, in accordance with NYS guidelines and CUNY guidelines
3. SLU will provide face masks to all SLU employees as needed, in accordance with NYS guidelines.
4. Provide a healthy and safe work and learning environment.

The Reopening Committee also developed a Level III Reopening Plan that will go into effect per NY State and CUNY guidelines ([see Appendix I, pg. xxxvii](#)).

This updated Reopening Plan reflects work conducted by the Reopening Planning Committee and is an evolving plan based on changing conditions. Nonetheless, all plans will reflect the health and safety measures NY State, CDC, and CUNY establish as we move forward. The Appendix at the end of this document presents the CDC, NY State, NY City, and CUNY guidelines, and other resources used in developing this updated Reopening Plan.

### **LEVEL II REOPENING PLAN (updated):**

This Level II Reopening Plan represents the work conducted by the Reopening Planning Committee and is an evolving plan based on changing conditions. The Appendix at the end of this document presents the CDC, NY State, NY City, and CUNY guidelines, and other resources used in developing this Level II Reopening Plan.



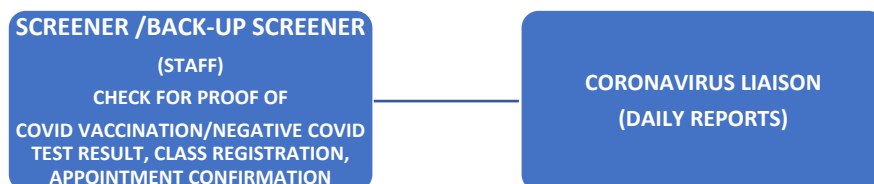
SLU's Coronavirus Liaisons are Associate Deans Burt Sacks and Gladys Palma de Schrynemakers, and the Coronavirus Coordinators are Assoc. Dean Burt Sacks, Human Resource Manager John Conway, and Deputy to Assoc. Dean Sacks, Nelly Benavides, who will be responsible in responding to COVID-19 concerns. Jeff Rickman, IT Director, Ralph Tricoche, and Nicholas Padilla, IT staff, along with other staff will serve as the onsite SLU Screeners, all of whom will have completed the screener training provided by CUNY. Screeners will also be provided adequate supply of PPEs to conducting the screening of everyone accessing the campus. Their names and contact information is listed in Table 1 below and will be distributed to the entire SLU Community ([see Appendix A, Table 1, pg. vi](#)).

**Table 1. Coronavirus Team Contact Information (updated):**

Roles	SLU Staff	Emails	Telephone
SCREENER	<ul style="list-style-type: none"> <li>• Jeff Rickman, IT Director</li> <li>• Ralph Tricoche, IT</li> <li>• Nicholas Padilla, IT</li> <li>• Additional Screeners and Back-up Screeners</li> </ul>	<a href="mailto:CoronavirusLiaison@slu.cuny.edu">CoronavirusLiaison@slu.cuny.edu</a>	646-313-8319
CORONAVIRUS LIAISON	<ul style="list-style-type: none"> <li>• Burt Sacks, Assoc. Dean of Administration and Operations</li> <li>• Gladys Palma de Schrynemakers, Assoc. Dean of Academic Affairs</li> </ul>	<a href="mailto:CoronavirusLiaison@slu.cuny.edu">CoronavirusLiaison@slu.cuny.edu</a>	646-313-8319
CORONAVIRUS COORDINATOR	<ul style="list-style-type: none"> <li>• Burt Sacks, Assoc. Dean of Administration and Operations</li> <li>• John Conway, Human Resource Manager</li> <li>• Nelly Benavides, Deputy to Assoc. Dean Sacks</li> </ul>	<a href="mailto:CoronavirusCoordinator@slu.cuny.edu">CoronavirusCoordinator@slu.cuny.edu</a>	646-313-8319
CAMPUS LOCATION VACCINE AUTHORITY (LVA) & TESTING ADMINISTRATORS	<ul style="list-style-type: none"> <li>• Laurie Grimes, Registrar (Student Records)</li> <li>• Lidia Sanchez, John Conway, Human Resources</li> <li>• (Faculty &amp; Staff Records)</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="mailto:Laurie.grimes@slu.cuny.edu">Laurie.grimes@slu.cuny.edu</a></li> <li>• <a href="mailto:Lidia.Sanchez@cuny.edu">Lidia.Sanchez@cuny.edu</a></li> <li>• <a href="mailto:John.Conway@cuny.edu">John.Conway@cuny.edu</a></li> </ul>	<ul style="list-style-type: none"> <li>• Laurie Grimes: (646) 313-8415</li> <li>• Lidia Sanchez: (646) 664-3281</li> <li>• John Conway (fall): (646) 664-3277</li> </ul>

The Coronavirus Team will work closely with CUNY to monitor campus activities, space capacity of 50-60%, as well as provide trainings for the SLU Community and relay needed information to CUNY, State and Local health departments, and the SLU Community ([see Appendix A, Figure 1, pg. i for the Coronavirus Team's roles and reporting structure](#)).

Figure 1: **Coronavirus Team's Reporting Structure** (updated)  
Level II (New)



Under this Level II Reopening Plan, the SLU campus will be open Monday through Friday, when the college is open, and provide students access to printing and use of the student computer lab. SLU's essential employees remain being our Information technology employees and Custodial employees. In addition, under Level II, every department will have a representative available on campus to provide in-person support and the campus will be open to provide access to student services.

We have also included 3 Feet and 6 Feet Plans, which detail the various degrees of remote and in-person support the campus will be providing under this Level II Reopening Plan, under the *Space Capacity Reduction* section.

### **HEALTH AND SAFETY: RISK PREVENTION AND CONTROL (updated)**

SLU's *Health and Safety: Risk Prevention and Control* measures detailed below have been updated to ensure we adhere to the latest CDC, NYS, and CUNY guidelines, and SLU's space capacity as SLU maintains a 50-60% capacity at all times.

These measures will remain in place during the Level II plan, and adjust accordingly based on the latest information we receive from CDC, NYS and CUNY.

#### **Vaccination & Testing (New)**

Per [NYS guidelines](#) and the Chancellor's letter on May 10, 2021, CUNY will require proof of COVID-19 vaccination for all students attending in-person classes starting this fall 2021 term. Proof of vaccination status can be provided through paper form, digital application, or the State's [Excelsior Pass](#).

Individuals are encouraged to stay home if they are sick.

Employees are also encouraged to get vaccinated for COVID-19 prior to coming to campus.

SLU will strongly encourage its community to get vaccinated through the Employee Newsletter/News Alert, Student Newsletter/News Alert, the [COVID-19 webpage](#), and through a message from the Dean sent via email and posted on the [SLU website](#).

SLU will continue requiring all SLU employees, students and guests to be up-to-date on the health and safety measures CDC and NYS require for the campus, and maintain the health and safety measures and Reporting Structures indicated in this Reopening Plan ([see Appendix A, Figure 1, pgs. i-iv](#)). For the latest information on CUNY's vaccination policy, everyone is encouraged to visit the [CUNY Coronavirus website](#).

SLU will also follow NYS and CUNY's testing protocols. Students, employees, and staff are encouraged to utilize [CUNY's test sites](#). SLU has also partnered with the Graduate Center's Testing site to provide employees and students a free COVID-19 test. Please visit [CUNY Coronavirus website](#) for more information regarding [CUNY testing sites](#). Per CUNY guidelines, negative COVID-19 test results are only valid for 7 days. Individuals wishing to visit the campus that have not been vaccinated are required to present proof of a valid negative test result at all times.

During the screening process to access the campus, everyone will need to follow campus protocols by showing proof of vaccination or a valid negative-test result for COVID-19. Registered students will also need to present proof of registration. Unvaccinated individuals will be required to participate in [CUNY's weekly testing program](#), more information will follow and must continue to wear face masks. Also, all visitors to the campus (students not enrolled in in-person classes, employees visiting, and vendors) must also show proof of confirmed appointments to visit the campus and unvaccinated individuals will need to continue to wear a mask at all times.

SLU strongly encourages everyone to wear a face mask at all times while on campus throughout the implementation of this Level II Reopening Plan. Per NYS guidelines, any time individuals, who do not reside with one another, come within 6 ft. of each other, individuals must wear a face mask and be ready to don on a face mask.

### **Personal Responsibility (updated):**

SLU will continue requiring all SLU employees, students and guests to be up-to-date on the health and safety measures CDC, NYS, and CUNY require for the campus, and maintain the health and safety measures and Reporting Structures indicated in this Reopening Plan ([see Appendix A, Figure 1, pgs. i-iv](#)).

Individuals are encouraged to stay home if they are sick.

SLU strongly encourages everyone to wear a face mask at all times while on campus throughout the implementation of this Level II Reopening Plan. Currently, NYS requirement states that any time individuals, who do not reside with one another, come within 6 ft. of each other, individuals should be ready to don on a face mask.

Prior to visiting the campus, employees, students, and guests will need to follow CUNY and SLU's health screening *Reporting to Campus* protocols ([see Appendix A, Figure 2, pg. ii; CUNY pdf, pg. 53](#)). Everyone will need to show proof of vaccination or a valid negative-test result for COVID-19. Registered students will also need to present proof of registration. Unvaccinated individuals will be required to participate in [CUNY's weekly testing program](#), and must continue to wear face masks, more information will follow.

Students attending in-person classes starting fall 2021, per [NYS requirements](#) and the Chancellor's letter on May 10, 2021, will be required to show proof of COVID-19 vaccination. Proof of vaccination status can be provided through paper form or the State's [Excelsior Pass](#).

Employees are also strongly encouraged to get vaccinated for COVID-19. For the latest information on CUNY's vaccination policy, everyone is encouraged to visit the [CUNY Coronavirus website](#).

SLU will also follow NYS and CUNY's testing protocols. Students, employees, and staff are encouraged to utilize [CUNY's test sites](#). SLU has also partnered with the Graduate Center's Testing site to provide employees and students a free COVID-19 test. Please visit [CUNY Coronavirus website](#) for more information regarding [CUNY testing sites](#). Per CUNY guidelines, negative COVID-19 test results are only valid for 7 days. Individuals wishing to visit the campus that have not been vaccinated are required to present proof of a valid negative test result at all times.

Individuals are encouraged to stay home if they are sick.

Employees will also need to adhere to their approved [Remote Work Agreement](#) work schedule.

Upon arrival on campus, everyone must visit the Health Screening Station before accessing their designated meeting area. During the health screening process, everyone will need to follow CUNY and campus protocols by showing proof of vaccination or a valid negative-test result for COVID-19. Unvaccinated individuals will be required to participate in [CUNY's weekly testing program](#) and continue wearing a face mask, more information will follow. Registered students will also need to present proof of registration. Visitors to the campus will also need to show proof of confirmed appointments.

Employees, students, and guest on campus will be required to follow additional campus health screening protocols of using disinfecting wipes to clean the work areas used, cleaning their hands for 20 seconds per CDC guidelines, maintaining social distancing at all times, and following the Reporting Structures if they fall sick “when on campus” and “when off campus” articulated in the Reporting Structures ([see Appendix A, Figure 1, pgs. i-iv](#)).

Employees and students will also need to adhere to [CUNY’s domestic and international travel guidelines](#) prior to accessing the SLU campus. Below are some highlights:

- Student and employee domestic and international travel should be postponed until further notice. Although waivers should remain exceptional, information about the petition process is available [here](#).
- Travel under non-CUNY auspices is not subject to CUNY policy, but remains subject to [NYS law](#), including the quarantine requirements for most travel out of state and abroad.

### [CUNY’s COVID-19 Student Conduct Protocol:](#)

The City University of New York takes the well-being and safety of our students, faculty and staff very seriously. During the pandemic, we all have an obligation to behave in a responsible manner per the guidance approved in your campus’ re-opening plan to prevent the spread of the coronavirus. Responsible behavior extends to your off-campus and personal lives, which can affect your ability to transmit the virus on campus, including at a minimum:

- always wearing a face mask when on campus and when gathering with other individuals
- maintaining physical distance of at least six feet on campus and when gathering with individuals outside the classrooms and other areas
- limiting the size of on campus gatherings;
- minimizing and limiting the size of events gatherings with other students (*all events at SLU will be held remotely under this Level 1 Reopening Plan*)

Article XV of the CUNY bylaws requires that each student obey policies, regulations, and orders of the University/College. Students are reminded that the Rules and Regulations for the Maintenance of Public order pursuant to article 129a of the education law (“Henderson Rules”) prohibits:

- behaviors that recklessly or intentionally endangers the health of others
- behavior that interferes with the institution’s educational processes
- failure to comply with the direction of a University official

The University is committed to adhering fully to current and future directives about social encounters from the federal, state and local public health officials. Any student found in violation of these directives may be subject to discipline under article XV of the CUNY bylaws.

### **Maintaining a Healthy and Safe Environment (updated):**

The health and safety of our campus community continues to be our priority. SLU continues protecting the health and safety of the campus by providing PPEs for staff working on campus, and placing HEPA air purifiers, and HEPA air purifiers with UV bulbs throughout the campus. Campus Facilities also continues to perform routine cleaning and disinfecting of the campus, and the Coronavirus Coordinator continuous working with outside vendors to reduce campus visits of non-essential staff.

Individuals are encouraged to stay home if they are sick.

### Protecting our SLU Community (updated):

The campus will continue maintaining hand sanitizing stations, cleaning and disinfecting the campus, and the Campus Coordinator will continue working with CUNY, building management, and various vendors to ensure the campus maintains an adequate supply of PPEs available for at least three months.

The campus has also installed polycarbonate sneeze guards in various open workstations, setup belt barriers and floor signage to monitor foot traffic at the social distancing measures required, posted CDC signs throughout the campus, and maintains first aid kits at the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor IT helpdesk, the 10<sup>th</sup> floor pantry in room 1005, and at the conference area in room 1008.

### Cleaning and Disinfecting (updated):

Campus facilities will continue to perform routine cleaning and disinfecting of the campus and use the [Daily Cleaning and Disinfecting Log](#), the [Special Cleaning and Disinfecting When Someone is Sick Checklist](#), maintain the Paper Cleaning and Disinfecting Log in the common areas, and follow the Reporting Structures and CUNY guidelines ([see Appendix A, Figure 1, pgs. i-iv, Figure 5, pg. v, Appendix B, pg. xvi](#)). COVID-19 signage will also continue to be posted at the designated areas highlighted in the Level I Plan ([see Appendix H, pg. xxxii](#)).

The cleaning and disinfecting procedures will adhere to the CDC and [NYS latest protocols](#), which requires cleaning spaces before using disinfectants, using green cleaning products, disinfecting spaces using SARS-CoV-2 virus fighting products, and following product label instructions.

Custodial staff are required to wear appropriate PPEs to perform cleaning and disinfecting of spaces, open windows to increase ventilation, dispose properly any used gloves in a bag that can be tied closed before disposing them in the trash, and washing their hands with soap and water for at least 20 seconds immediately after removing PPEs. If soap and water are not available, they are required to use hand sanitizers.

Under Level II, routine cleaning and disinfecting will take place Mondays through Fridays, when the college is open. Special deep cleaning and disinfecting will take place as needed.

### HVAC/Air cooling and Water cooler filters (updated):

Building Management has maintained the building's HVAC system, replaced all filters with MERV 13 rated filters, coils have been disinfected, and operating schedules have been adjusted based on the current NYS regulations. Building Management has continued exercising the building's water system daily, tested the water by the Department of Health, and water tanks were inspected, cleaned and disinfected ([see Appendix B, pg. xvii](#)).

In addition, SLU is adhering to CDC, ASHRAE, and CUNY guidelines in increasing air ventilation by opening windows and placing [HEPA air purifiers](#) and HEPA [air purifiers](#) with UV bulbs for the classrooms and common areas. In addition, SLU continues replacing all the water cooler filters on the campus, and CUNY has completed the installation of HVAC unit in the server rooms.

The Coronavirus Coordinator will continue meeting with Building Management to ensure the state requirements are met and HVAC/Air cooling systems are cleaned and serviced as needed, and work with Campus Facilities to ensure water cooler filters are changed more frequently.

### Common areas: Social Distancing (updated):

The campus will continue the use of floor signage, CDC and NYS COVID signage, closing off seating per social distancing guidelines, and help navigate traffic with tractable belt barriers in place ([see Appendix D, pgs. xxvi-xxix, and Appendix H, pg. xxxi](#)).



Based on the latest social distancing guidelines we receive from CDC, NYS, and CUNY, SLU will make immediate changes to the campus floorplan to ensure the campus adheres to the latest radium measurements required.

SLU prohibits the sharing of food and beverages on campus.

### **Preparedness (updated):**

The campus will follow the campus *Reporting to Campus* guidelines established previously and follow CUNY's Human Resources Remote Work Agreements to ensure all departments provide in-person support under Level II ([see Appendix A, Figures 2b, 2c, 2d, 3 and 4 pgs iii-iv; CUNY guidelines pdf pg. 31-33](#)).

### **Reporting to Campus (Screening) (updated):**

The process of reporting prior to arrival (screening) previously established will adhere to the updated CUNY and campus guidelines. All employees, students and guests will need to follow CUNY and SLU health screening protocols prior to and upon arrival to campus.

Prior to arriving on campus, SLU strongly encourages employees, students, and guests to:

- Individuals are encouraged to stay home if they are sick.
- get a COVID-19 vaccination or receive a negative COVID test result (registered students taking in-person classes are required to show proof of COVID vaccination to access the campus per NYS and CUNY),
- unvaccinated individuals are required to participate in CUNY's weekly testing program and continue to wear a face mask, more information will be provided in [CUNY's Coronavirus website](#); individuals can get a COVID-19 test by visiting any [CUNY test site](#), and can visit the Graduate Center's Testing Site,
- Visitors to the campus will also need to show proof of confirmed appointments.
- follow CUNY protocols
- follow the *Reporting to Campus* protocols (see Figure 2 below).

Upon arrival, everyone must visit the Health Screening Stations and:

- wear a mask while on campus,
- show proof of COVID vaccination or negative COVID test results (Students taking in-person classes are required to show proof of vaccination to access the campus),
- unvaccinated individuals will be required to participate in [CUNY's weekly testing program](#), and must continue to wear face masks, more information will follow,
- registered students will also need to present proof of registration,
- visitors to the campus (students not enrolled in in-person classes, employees, and vendors) must show proof of confirmed appointments to visit the campus, and
- follow the *Reporting to Campus* protocols (see Figure 2 below).

SLU will also follow NYS and CUNY's testing protocols. Students, employees, and staff are encouraged to utilize [CUNY's test sites](#). SLU has also partnered with the Graduate Center's Testing site to provide employees and students a free COVID-19 test. Please visit [CUNY Coronavirus website](#) for more information regarding [CUNY testing sites](#). Per CUNY guidelines, negative COVID-19 test results are only valid for 7 days.

Individuals wishing to visit the campus that have not been vaccinated are required to present proof of a valid negative test result at all times.



Also, beginning August 2, 2021, per CUNY's Human Resource department, all SLU employees will be reporting to campus based on their [Remote Work Agreement](#) which will have been approved by their supervisor (see Figure 2 below, see Appendix A, Figure 2 pg. ii). Supervisors are required to report work schedules to the Deputy and Associate Dean of Administration and Operations. Based on the staggered work schedules received, the Assoc. Dean and his Deputy will work with department supervisors to adjust any schedules to ensure the campus is at 50-60% capacity at all times.

Any employee requesting to visit the campus on their 'remote' work day will need to email the Deputy and Associate Dean of Administration and Operations at least *two weeks* in advance and follow the new protocols established (see Figure 2 below, see Appendix A, Figure 2, pg. ii).

Students seeking in-person support will need to continue to follow campus protocols by setting up appointments *prior* to visiting the campus and following campus health screening protocols (see Figure 2 below, see Appendix A, Figure 2 pg. ii). Per NYS requirements, all students attending in-person classes must show proof of COVID-19 vaccination either by paper form, digital form, or via NYS' [Excelsior Pass](#) to gain access to the campus. Registered students taking in-person classes will need to show proof of registration upon arrival.

Individuals are encouraged to stay home if they are sick.

Employees are also encouraged to get their COVID-19 vaccination prior to accessing the campus.

Guests visiting the campus will need to follow the new *Reporting to Campus* protocols (see Figure 2 below, see Appendix A, Figure 2 pg. ii).

SLU will also partner with NYC Department of Health's Contact Tracing Program. To assist with the contact tracing, the Coronavirus Coordinator will also use the [Report of Sickness on Campus Contact Tracking Survey](#) form.

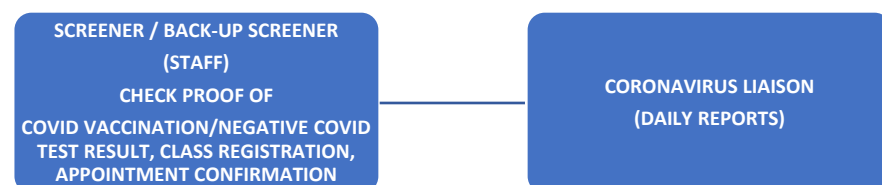
SLU strongly encourages everyone to wear a face mask at all times while on campus throughout the implementation of this Level II Reopening Plan. Per NYS guidelines, any time individuals, who do not reside with one another, come within 6 ft. of each other, individuals must wear a face mask and be ready to don on a face mask.

SLU will also add Screeners and Back-up Screeners, both of which will continue to submit daily reports to the Coronavirus Liaison listing the individuals that have been screened, and indicating if the person was given access to the campus or sent home (see Appendix A, Figure 1, Level II (New), pg. i). These reports will be secured and provided to SVC per CUNY's guidelines.

This screening process will be modified per the latest NYS and CUNY guidelines.

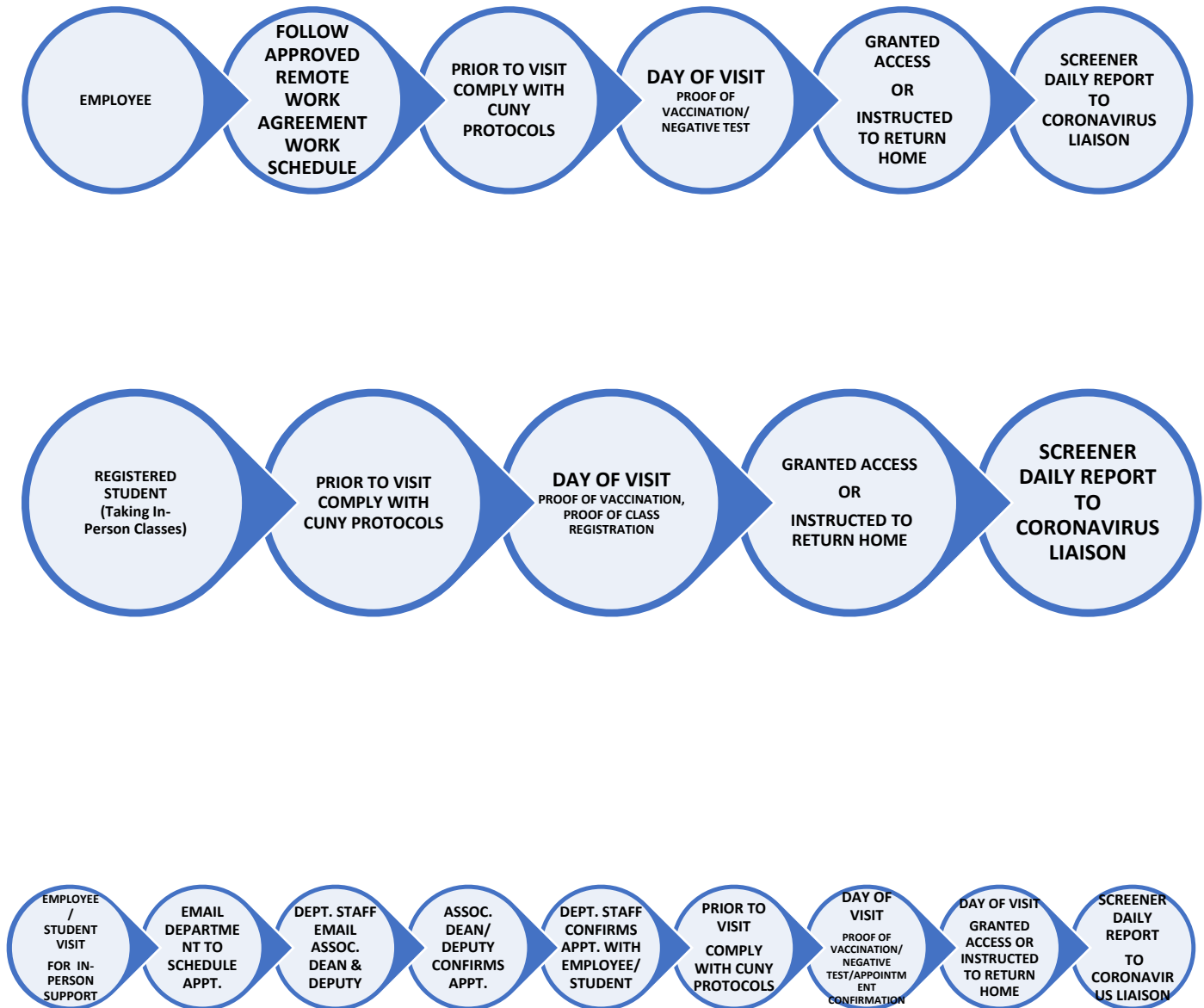
### **Figure 1: Coronavirus Team's Reporting Structure**

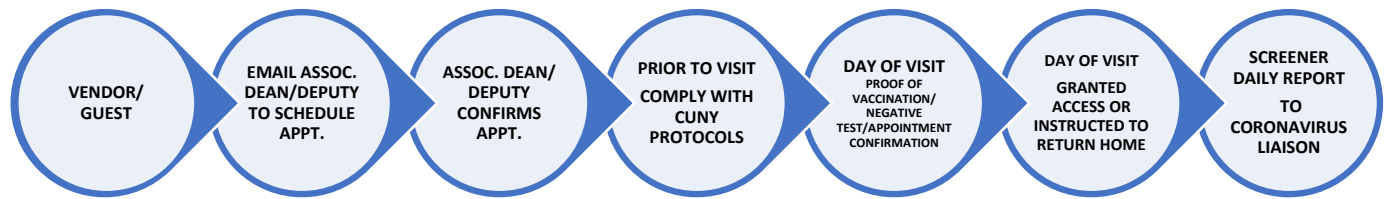
#### **Level II:**



**Figure 2. Reporting to Campus (updated):**

**Level II (New):**





**Table 3. Staggered Work Schedule/ Remote Work Agreement** (expiring no later than August 31, 2022)

**Employee Schedule** (starts August 2<sup>nd</sup>, 2021 – expiring no later than August 31, 2022)

	Regular Schedule	Modified Schedule, as Agreed to by Supervisor and Employee
<b>Monday</b>		
<b>Tuesday</b>		
<b>Wednesday</b>		
<b>Thursday</b>		
<b>Friday</b>		

[Guide for Employees: Tools and Rules for Teleworking.](#)

Emergency Procedures if showing symptoms at work:  
Individuals are encouraged to stay home if they are sick.

The established Reporting Structures set in the Level I Reopening Plan will continue to be implemented when someone feels sick or reports a possible COVID-19 case ([see Appendix A, Figures 1-6, pgs. i-v](#)). All reports will need to be sent to the Coronavirus Liaison at [CoronavirusLiaison@slu.cuny.edu](mailto:CoronavirusLiaison@slu.cuny.edu), and in turn the Coronavirus Liaison will follow the Reporting Structures previously established of having the individual sent home, and if they cannot leave the premises immediately, they will be able to use one of our isolation rooms classrooms 1804 and 19A.

Also, the Coronavirus Coordinator will continue working with CUNY to review the matter and decide the partial or full closure of the campus, using the updated Color Health Monitor Triggers, while also working with Building Management and Campus Facilities to ensure the areas the sick person visited/worked from receive deep cleaning and disinfecting ([see Appendix A, Figure 7, pg. v, Table 2, pg. vi](#)).

The Coronavirus Coordinator will work with the Campus Reporting team to ensure the color health monitors are used if any partial or school-wide closure is determined and ensure the SLU community receives relevant information.

### **Communication & Process (updated):**

This Level II Reopening Plan will be communicated to the SLU community via the Employee Newsletter, Student Newsletter, the SLU website, and via email. Any changes to the status of the campus' open status will be communicated to the community via CUNY Alert, on the website, via newsletters and via email. The campus will maintain the Reporting Structures previously established and adhere to the updated color health monitors and triggers illustrated in Table 2 ([see Appendix A, Figures 1-7, pg. i-v, and Table 1-2, pg. vi](#)).

**Reporting to SLU Community (updated):**

Communication will continue being managed by the Campus Reporting team and will follow the Reporting Structures previously set ([see Appendix A, Figures 1-6, pgs. i-v](#)). The Coronavirus Coordinator will ensure updates to the Plans are communicated to the SLU Community via the Campus Reporting Structures previously set ([see Appendix A, Figures 1-6, pgs. i-v](#)).

SLU will also strongly encourage its community to get vaccinated through the Employee Newsletter/News Alert, Student Newsletter/News Alert, the [COVID-19 webpage](#), and through a message from the Dean sent via email and posted on the [SLU website](#).

In addition, we have updated the color health monitors (green, yellow, red) previously established to reflect the updated [NYS and CUNY guidelines](#) for reopening the campus (see Table 2 below, and [Appendix A, Table 2, pg. vi](#)). Per NYS updates, a new trigger for possible campus partial or full closure will occur whenever the lesser of 100 individuals or 5% of the total on-campus population test positive for COVID-19 within a rolling 14-day period (see Table 2 below, and [Appendix A, Table 2, pg. vi](#)). If this takes place, the two action plans are:

- Transition all in-person learning to remote format(s) and limit on-campus activities for a period of 14 days.
- Provided campus tests an average of at least 25% of its total on-campus population for COVID-19 each week as part of an ongoing policy of surveillance, testing 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 population test positive using a 14-day rolling average.

**Table 2. Color Health Monitor Triggers (updated)**

CAMPUS HEALTH COLOR CODE	TRIGGERS	ACTION PLAN
GREEN	<ul style="list-style-type: none"> <li>• No reports of COVID-19 related cases</li> <li>• Affected area(s) cleaned and disinfecting is safe to reopen</li> <li>• Chancellery/COO's Office and Reopening Planning Committee monitor range of internal and external criteria: Federal, NYS, NYC regulatory guidelines and mandates ensure prevalence of disease is low enough and measures have been met to resume operations safely in area</li> <li>• Internal Monitoring Criteria: spread of infection on campus, status of resources and infrastructure to combat contagion on campus</li> <li>• External Monitoring Criteria: Federal, NYS, and NYC 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, compliance of greater public with COVID-19 protocols, reclosing status of neighboring universities</li> </ul>	<ul style="list-style-type: none"> <li>• SLU Campus Reporting activated</li> <li>• Campus Open/Reopen</li> <li>• Routine Cleaning and Disinfecting</li> <li>• Color set to Green on website</li> </ul>

	<ul style="list-style-type: none"> <li>In-person learning (within allowed capacity limits) will occur if the area has fewer than 50 new weekly cases per 100,000 people and a seven-day positivity rate of less than 8%</li> </ul>	
<b>YELLOW (updated)</b>	<ul style="list-style-type: none"> <li><u>On Campus:</u> Visiting employee/ student/ visitor did not exhibit sickness upon arrival but reports to Coronavirus Liaison they now feel sick</li> <li><u>After visiting the campus:</u> Visiting employee/ student/ visitor does not exhibit any symptoms on campus, but began feeling sick upon their return home (within 14 days)</li> <li><u>After visiting the campus:</u> Visiting employee/ student/ visitor tests positive for COVID-19</li> <li>Chancellery/COO's Office and Reopening Planning Committee monitor range of internal and external criteria: Federal, NYS, NYC regulatory guidelines and mandates ensure prevalence of disease is low enough and measures have been met to resume operations safely in area, except for affected area(s) on campus</li> <li>Internal Monitoring Criteria: spread of infection on campus, status of resources and infrastructure to combat contagion on campus</li> <li>External Monitoring Criteria: Federal, NYS, and NYC 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, compliance of greater public with COVID-19 protocols, reclosing status of neighboring universities</li> <li><b>(NEW)</b> Whenever the lesser of 100 individuals or 5% of the total on-campus population test positive for COVID-19 within a rolling 14-day period;</li> </ul>	<ul style="list-style-type: none"> <li>Coronavirus Liaison reports to Coronavirus Coordinator, who proceeds with Reporting process</li> <li>SLU Campus Reporting activated</li> <li><u>On Campus:</u> sick person asked to return home via email and see their doctor, if they are unable to return home immediately, notified via email to move to an isolation room (18<sup>th</sup> floor 18A, 19<sup>th</sup> floor 19A, or 10<sup>th</sup> floor remains at their desk) until they can leave (assistance provided with travel arrangements)</li> <li><u>Partial Closure:</u> Areas sick person visited are Closed Off</li> <li><u>Partial Closure:</u> Staff working in area of sick person are sent home, told to visit their doctor, monitor their health, quarantine if needed, and work remotely</li> <li><u>On Campus:</u> Special cleaning and disinfecting of affected areas</li> <li><u>On Campus:</u> Routine cleaning and disinfecting of non-affected areas continues</li> <li>Color changes to Yellow on website (with partial closing specifications)</li> <li><b>(NEW)</b> Transition all in-person learning to remote format(s) and limit on-campus activities for a period of 14 days.</li> <li><b>(NEW)</b> Provided campus tests an average of at least 25% of its total on-campus population for COVID-19 each week as part of an ongoing policy of surveillance testing 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 population test positive using a 14-day rolling average</li> </ul> <p><u>Reopening Affected Area:</u></p> <ul style="list-style-type: none"> <li>Once space is deemed <u>safe to return</u>, Coronavirus Coordinator proceeds with Campus Reporting process and Color changed back to Green on website</li> </ul>
<b>RED (updated)</b>	<ul style="list-style-type: none"> <li>Chancellery/COO's Office and Reopening Planning Committee monitor range of</li> </ul>	<ul style="list-style-type: none"> <li>SLU Campus Reporting activated</li> <li><u>Full Campus Closure:</u> Campus is closed</li> </ul>

	<p>internal and external criteria: Federal, NYS, NYC regulatory guidelines and mandates ensure prevalence of disease is high and measures have <u>not</u> been met to resume operations safely in area; Campus closed</p> <ul style="list-style-type: none"> <li>• Internal Monitoring Criteria: spread of infection on campus, status of resources and infrastructure to combat contagion on campus</li> <li>• External Monitoring Criteria: Federal, NYS, and NYC 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, compliance of greater public with COVID-19 protocols, reclosing status of neighboring universities</li> <li>• <u>(NEW)</u> Whenever the lesser of 100 individuals or 5% of the total on-campus population test positive for COVID-19 within a rolling 14-day period;</li> </ul>	<ul style="list-style-type: none"> <li>• <u>Full Campus Closure</u>: Everyone at SLU is sent home</li> <li>• <u>Full Campus Closure</u>: Staff working on campus are told to visit their doctor, monitor their health, quarantine if needed, and work remotely</li> <li>• <u>Full Campus Closure</u>: Employees work remotely until further notice</li> <li>• All in-person support set to remote schedules</li> <li>• Special cleaning and disinfecting of campus</li> <li>• Color changes to Red on website</li> <li>• (New) transition all in-person learning to remote format(s) and limit on-campus activities for a period of 14 days.</li> <li>• <u>(NEW)</u> provided campus tests an average of at least 25% of its total on-campus population for COVID-19 each week as part of an ongoing policy of surveillance testing 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 population test positive using a 14-day rolling average</li> </ul> <p><u>Reopening Campus:</u></p> <ul style="list-style-type: none"> <li>• Once campus is deemed <u>safe to return</u>, Coronavirus Coordinator proceeds with Campus Reporting process and Color changed back to Green on website</li> </ul>
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#### Screening and Contact Tracing **(updated)**:

SLU continues requiring all SLU employees, students and guests to be up-to-date on the health and safety measures CDC and NYS require for the campus, and maintain the health and safety measures and Reporting Structures indicated in this Level II Reopening Plan ([see Appendix A, Figures 1-6, pgs. i-vii](#)).

All employees, students and guests are required to comply with CUNY and SLU health screening protocols prior and upon arrival to the SLU campus. Per [NYS requirements](#) and the Chancellor's letter on May 10, 2021, CUNY will require proof of COVID-19 vaccination for all students attending in-person classes starting this fall 2021 term. Proof of vaccination status can be provided through paper form, digital application, or the State's [Excelsior Pass](#). Students taking remote classes will need to show proof of confirmed appointments to access the campus.

Employees are also encouraged to get their COVID-19 vaccination prior to accessing the campus. For the latest information on CUNY's vaccination policy, everyone is encouraged to visit the [CUNY Coronavirus website](#).



SLU will also strongly encourage its community to get vaccinated through the Employee Newsletter/News Alert, Student Newsletter/News Alert, the [COVID-19 webpage](#), and through a message from the Dean sent via email and posted on the [SLU website](#).

SLU will also follow NYS and CUNY's testing protocols. Students, employees, and staff are encouraged to utilize [CUNY's test sites](#). SLU has also partnered with the Graduate Center's Testing site to provide employees and students a free COVID-19 test. Please visit [CUNY Coronavirus website](#) for more information regarding [CUNY testing sites](#). Per CUNY guidelines, negative COVID-19 test results are only valid for 7 days. Individuals wishing to visit the campus that have not been vaccinated are required to present proof of a valid negative test result at all times.

Prior to arriving on campus, SLU strongly encourages employees, students, and guests to:

- Individuals are encouraged to stay home if they are sick.
- get a COVID-19 vaccination or receive a negative COVID test result (students taking in-person classes are required to be vaccinated per NYS and CUNY)
- unvaccinated individuals are required to participate in [CUNY's weekly testing program](#) and to continue to wear a face mask, more information will be provided in [CUNY's Coronavirus website](#); individuals can get a COVID-19 test by visiting any [CUNY test site](#), and we have partnered with the Graduate Center's Testing Site
- Visitors to the campus will also need to show proof of confirmed appointments.
- follow CUNY protocols
- follow the *Reporting to Campus* protocols (see Figure 2 below).

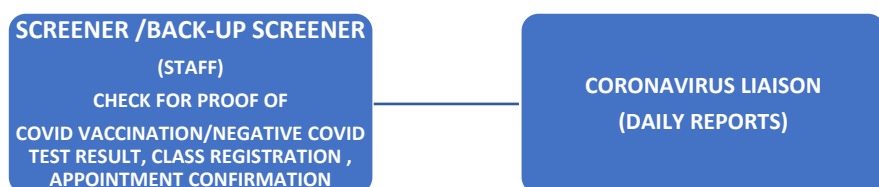
Upon arrival, everyone must visit the Health Screening Stations and:

- wear a mask
- show proof of COVID vaccination or negative COVID test results (Students taking in-person classes are required to show proof of vaccination to access the campus),
- unvaccinated individuals will be required to participate in CUNY's weekly testing program, and must continue to wear face masks, more information will follow,
- registered students will also need to present proof of registration,
- visitors to the campus (students not enrolled in in-person classes, employees, and vendors) must show proof of confirmed appointments to visit the campus. and
- follow the *Reporting to Campus* protocols (see Figure 2 below).

Screeners will continue to submit daily reports to the Coronavirus Liaison listing the individuals that have been screened, and indicating if they were given access to the campus or were sent home (see Figure 1, Level II below, [see Appendix A, Figure 1, pg. i](#)). These records will be secured and provided to SVC for Institutional Affairs per CUNY guidelines.

### **Figure 1: Coronavirus Team's Reporting Structure (updated):**

#### **Level II (New)**



## SCHOOL OF LABOR AND URBAN STUDIES: REOPENING PLAN: LEVEL II

SLU strongly encourages everyone to wear a face mask at all times while on campus throughout the implementation of this Level II Reopening Plan. Per NYS guidelines, any time individuals, who do not reside with one another, come within 6 ft. of each other, individuals must wear a face mask and be ready to don on a face mask.

SLU will also partner with NYC Department of Health's Contact Tracing Program. To assist with the contact tracing, the Coronavirus Coordinator will also use the [Report of Sickness on Campus Contact Tracking Survey](#) form.

SLU will also add additional Screeners and back-up Screeners to better facilitate the flow of incoming employees, students, and guests coming on campus. Screeners will receive adequate supply of PPEs to conducting the screening process of everyone accessing the campus.

This screening process will be modified per the latest NYS and CUNY guidelines.

### Cleaning and Disinfecting of Spaces:

The Coronavirus Coordinator will continue working with CUNY, Building Management, and Campus Facilities to ensure the cleaning and disinfecting of the campus per updated NYS, CDC, and CUNY guidelines. Paper signage of the dates and times common areas are cleaned and disinfected will continue to be posted and maintained in the pantries, restrooms, classrooms, and offices. The previously established Cleaning and Disinfecting Reporting Structure will continue to be used when cases of possible COVID-19 cases are reported ([see Appendix A, Figure 5, pg. v](#)).

COVID-19 signage will also continue to be posted at the designated areas highlighted in the Level I Plan ([see Appendix H, pg. xxxii](#)). In addition, the campus will continue maintaining the hand sanitizing station and working with various vendors to ensure the campus maintains an adequate supply of PPEs available for at least three months.

SLU will also be hiring additional custodial staff to assist with the reopening of the campus.

### **Space Capacity Reduction- 3 Feet & 6 Feet Plans (updated)**

Though the new guidelines eliminate the space capacity for fully vaccinated individuals, and CUNY requires students to be fully vaccinated, pending full FDA approval of the vaccines, under this *Space Capacity Reduction* section of this Level II Plan, we have included the 3 Feet and 6 Feet Plans. In order to develop these additional plans, we measured out the useable space in 3 feet and 6 feet social distancing, modified the in-person student services, adjusted the in-person class offerings, and the Coronavirus Liaisons met with Building Management to review the Building Management's approach to the common/ public spaces of SLU's vertical campus ([see Appendix D, E, F, G, pgs. xxvi-xxxi](#)). In addition, the Reopening Committee also conducted a faculty, staff, and student survey from May 3, 2021 to June 3, 2021 to learn of the various concerns our campus community has regarding the reopening of the campus ([see variables impacting reopening F and G, pgs. xxx-xxxii, and survey questions Appendix K and L, pgs. lvi-lxxiii; complete survey results will be available upon request](#)). We will continue surveying our community throughout the Level II Plan, but below are some preliminary findings the surveys have yielded:

Thus far, 78 faculty and staff and 54 students have responded to the surveys that were sent via email and based on the preliminary results, some of the cumulative qualitative concerns received from faculty, staff and student survey results are:

- Ventilation-air quality
- Elevator usage

- Space capacity limitations
- Wearing a mask for too long
- In-person instruction affecting online work schedules
- Commuting to campus

Additional qualitative concerns were also highlighted in both surveys:

Faculty and Staff Survey results:

Q4\_10\_TEXT - Other (please specify)



Student Survey results:

Q5a- What are your main concerns about coming back to in-person learning ? Please select all that apply. (Text responses for those who selected other as full text)

### Other (please specify) - Text

wearing a mask for two and a half hours, is definitely too long. Wearing a mask for one hour home from class, this is too much. The brain needs oxygen.

having to come to class right after work

Whether or not everyone is vaccinated.

I have a pre existing condition and don't want to die

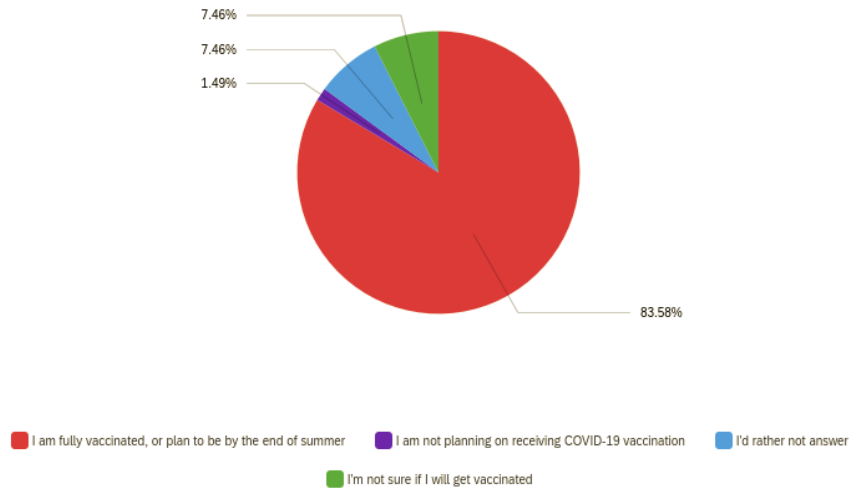
Affecting my online work schedule with having to commute back to campus

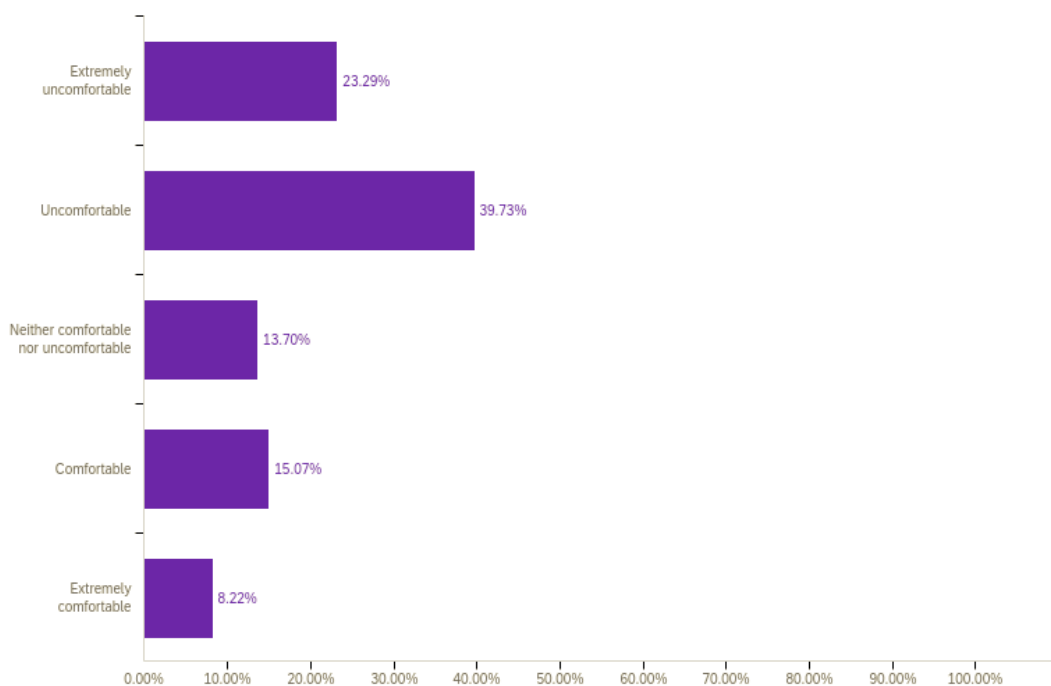
The data also shows that:

- the majority of faculty and staff, and students are uncomfortable returning to campus (63.02% of faculty and staff are uncomfortable returning to work--39.79% extremely uncomfortable, 23.29% uncomfortable; 57.7% of students--23.08% extremely uncomfortable, 34.62% uncomfortable)

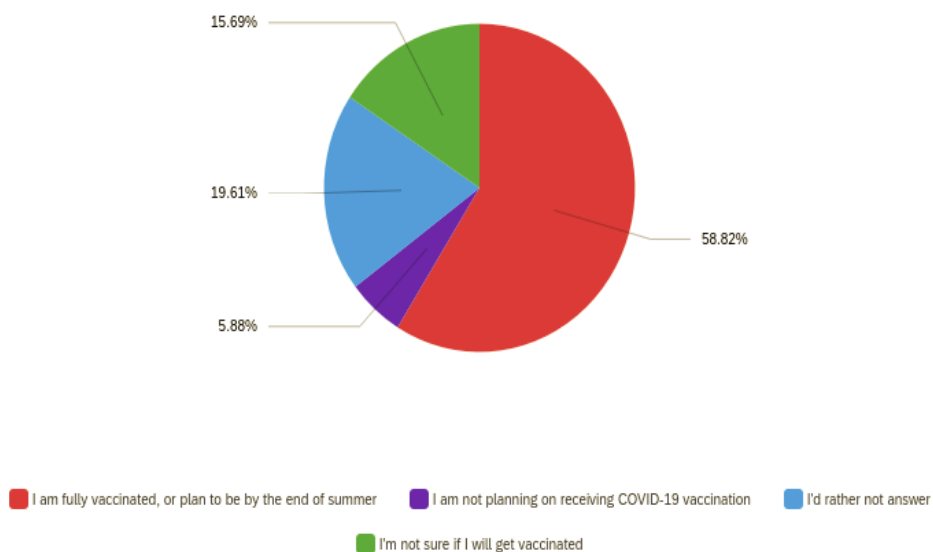
students are also not sure if they will be getting vaccinated or were not planning on getting the COVID-19 vaccination (21.57%), while 19.61% of students and 7.94% of faculty and staff opted not to disclose this information.

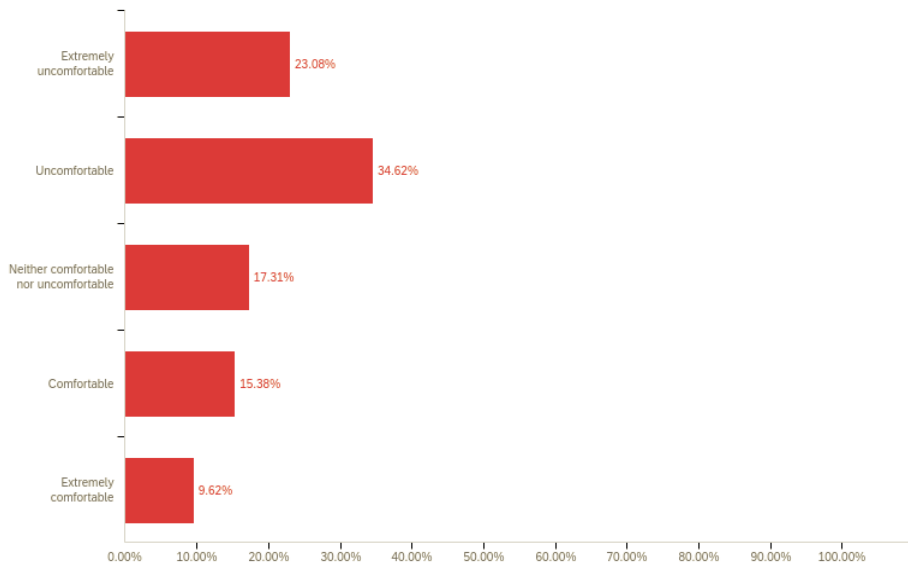
Faculty & Staff Survey results:





### Student Survey results:

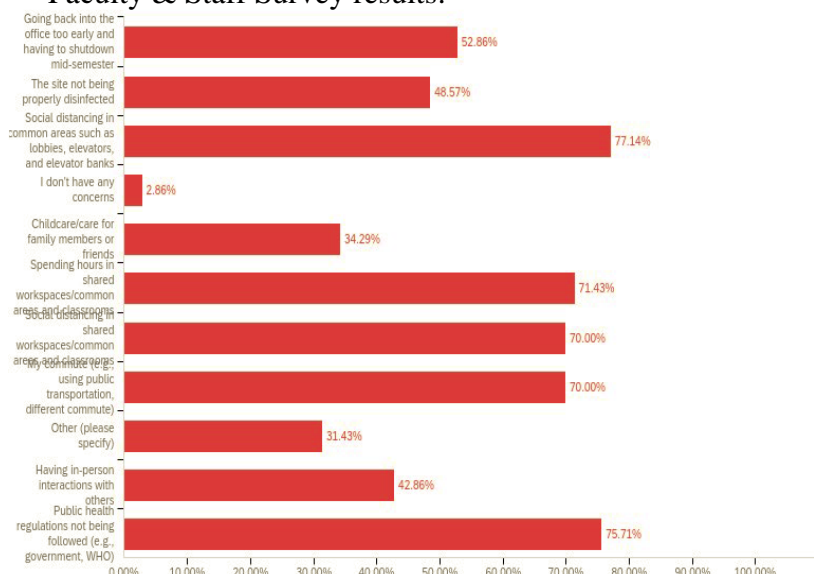




In addition, three main concerns of returning to work or in-person learning are:

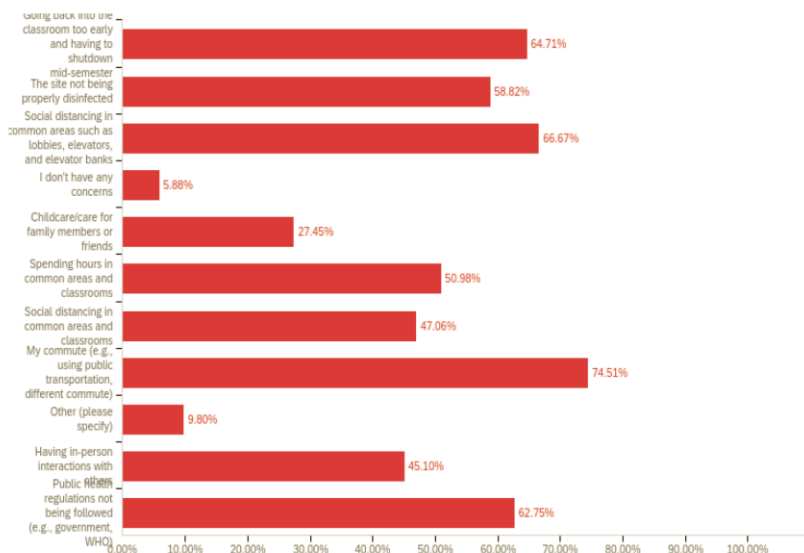
1. First major concerns:
  - Social distancing in common areas such as lobbies, elevators, and elevator banks (77.14% faculty and staff)
  - Commuting to campus; using public transportation (74.51% students)
2. Second major concerns:
  - Spending hours in shared workplace environments (71.43% faculty and staff)
  - Social distancing in common areas such as lobbies, elevators, and elevator banks (66.67% students)
3. Third major concerns:
  - Social distancing in workspaces/common areas (70% faculty and staff)
  - Commute; public transportation (70% faculty and staff)
  - Going back into the classroom too early and having to shutdown mid-semester (64.71% students)

#### Faculty & Staff Survey results:





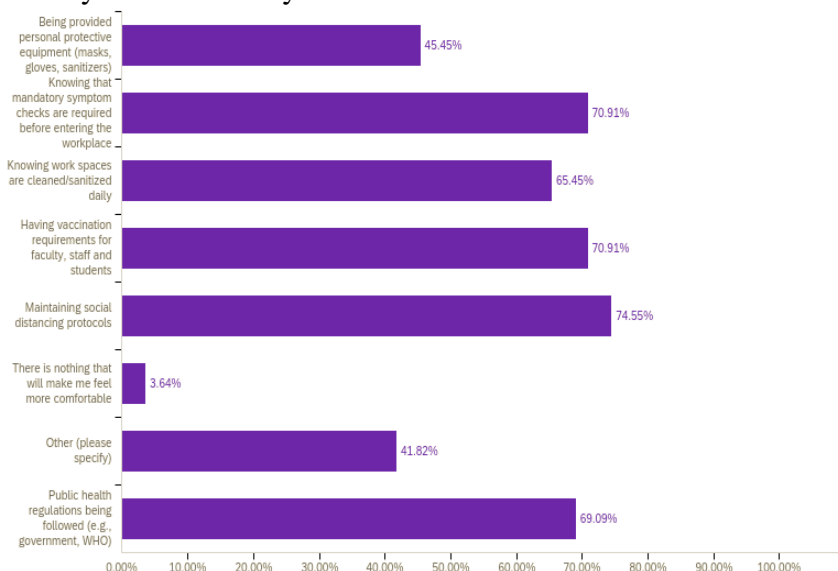
## Student Survey results:



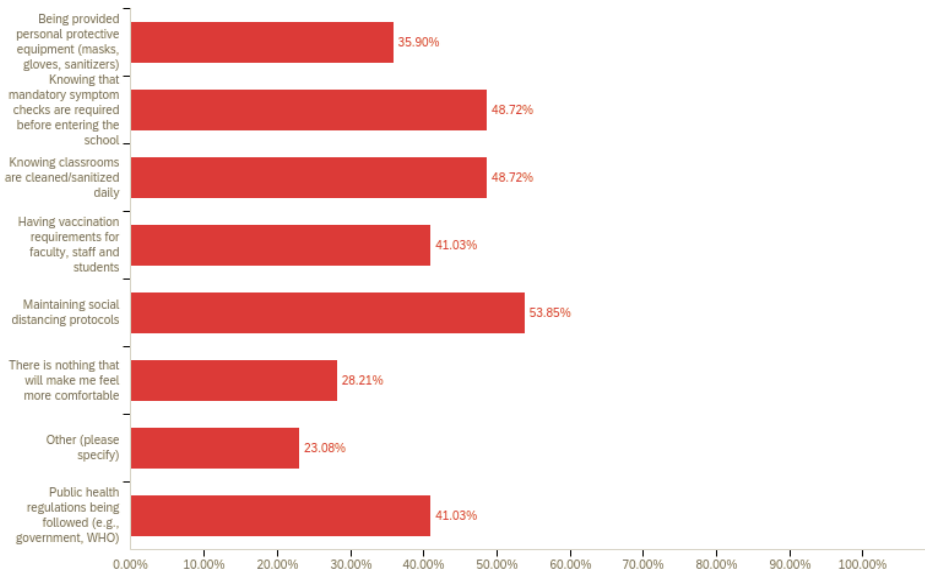
## Factors that would make faculty, staff and students feel more comfortable are:

- Maintaining Social distancing protocols (53.85% students, 74.55% faculty and staff)
- Knowing that mandatory symptom checks are required before entering the school (48.72% students, 70.91% faculty and staff)
- Knowing classrooms are cleaned/sanitized daily (48.72% students)
- Having vaccination requirements for faculty, staff and students (70.91% faculty and staff)

## Faculty & Staff Survey results:



## Student Survey results:



In addition, other qualitative factors faculty, staff, and students mentioned that would help them feel more comfortable are highlighted below:

## Faculty & Staff Survey results:

Q3\_7\_TEXT - Other (please specify)



## Student Survey results:

Q3a:1 - What factors would help you feel more comfortable? Please select all that apply. (Full text responses)

Other (please specify) - Text
goernment is trying to rush the economy back to "normal" but coronavirus is still here killing people
It is not safe to ride the elevator or subway to and from school.
A different venue. The elevator is too small with too many people packed into it and the stairs are not an option
safety in the surrounding area & public transportation
I don't believe that the appropriate social distancing will be met being that classrooms are small. Also, I don't feel difficult being around individuals I don't know. I don't know what they're doing on their off time and if they're being responsible when it comes to Covid.
no attendance policy
Monitoring School air quality constantly.
more elevators

## Faculty &amp; Staff Survey results:

Q5b - Please provide more information about these concerns and how we can best address them. (These are full text responses)

Please provide more information about these concerns and how we can best address them.
Until the virus is under control to a better degree internationally it remains too early in my opinion. The continuing outbreaks around the world leave room for mutations that the vaccine may not protect against, and being the international, densely populated city that New York is, we remain a target for future outbreaks. I have also seen vaccinated people put their guard down and stop following proper distancing and mask rules.
If possible, give the option for people to sign up to be in-person or remain online for the semester. Many students have either moved from the city, or in my case, have a staggered work schedule that returning to school in person might affect or make difficult to attend class in-person.
the elevators are a big concern. We all get out at the same time so the two little elevators we use are crowded. This makes me uncomfortable
I am not taking the vaccine so I do not want to be in a crowded classroom or transportation. I do not want to go back to school until next year when everyone took the vaccinations. I learn alot on zoom with my professor and students so I think it should continue in the Fall. I have access to the writing center and library through zoom and internet.
I feel more comfortable and at ease staying remote.
Please please please leave remote and asynchronous classes as an option. Otherwise, I won't be able to finish my degree. I have a serious pre existing immunity affecting. condition. Thank you

## Student Survey results:

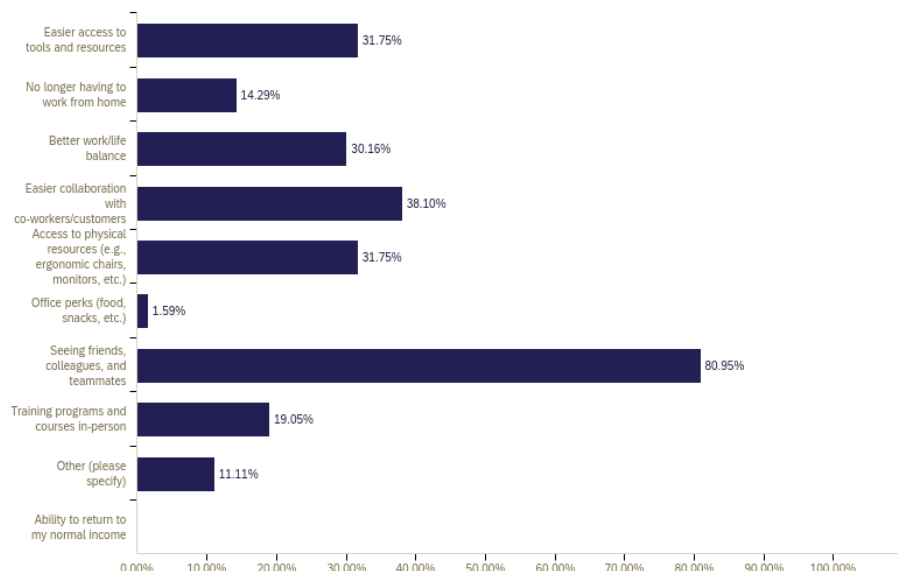
Please provide more information about these concerns and how we can best address them.
Less personal time, more commuting nightmares, more expenses for commute, being more tired
There's not enough people vaccinated as yet and people are still not following the protocols. Humans are a creature of habit therefore I believe my concerns are valid.
I would like to be given the option to choose remote-only instruction with the additional support of documentation. I live and work in central NJ, my commute would take twice as long to get to and from campus. Since the start of the pandemic I have not used public transportation.
As a person who is not in agreement with receiving a vaccine, I am tired of having to explain (defend) myself to others. I am unwilling to comply if vaccination is mandatory for inclusion.
Very concerned about contracting COVID and bringing it home to my elderly parent.
I want to make sure all faculty and staff feel comfortable with whatever plan is adopted.

When faculty and staff, and students were asked what they were looking forward to returning to school, they replied:

- easier collaboration with classmates/instructor (40.91% students, 38.10% faculty and staff),
- seeing friends, staff, professors, and classmates (40.91% students, 80.96% faculty and staff),
- and based on the qualitative data, close to 13.64% of students stated they rather stay remote, while the faculty and staff survey results varied.

If given the opportunity to continue with online learning, 71.70% of students responded that they would be interested in attending ALL classes online, and 61.90% of faculty and staff responded stating they would be interested in working partially remote (see below).

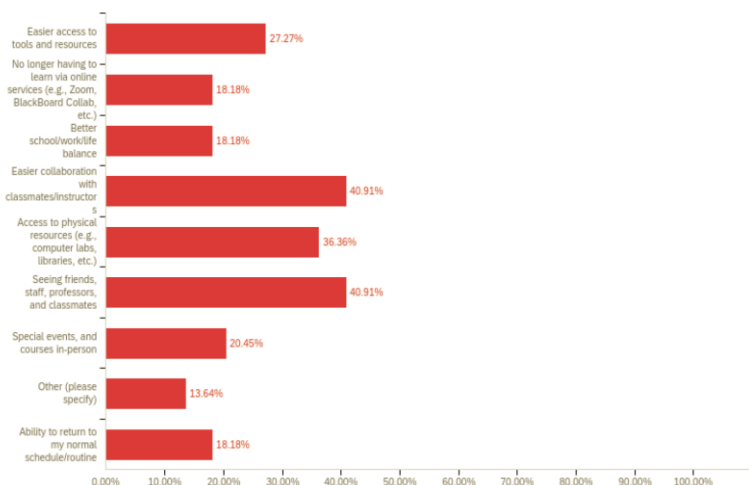
## Faculty &amp; Staff Survey results:



## Student Survey results:

Q6 - What are you looking forward to about returning to your school?

Please select all that apply.



## Faculty &amp; Staff Survey results:

Q6a - What are you looking forward to about returning to your workplace? Please select all that apply. (Text responses of those selecting other)

Other (please specify) - Text
students
office base in midtown NYC, where access to banks, services etc. is excellent
improved quality of education
Teaching from home as been safe and effective
Nothing because it is too soon after opening of the city. Waiting to see the spike after the summer.
N
In person exchange with students, easier group work processes

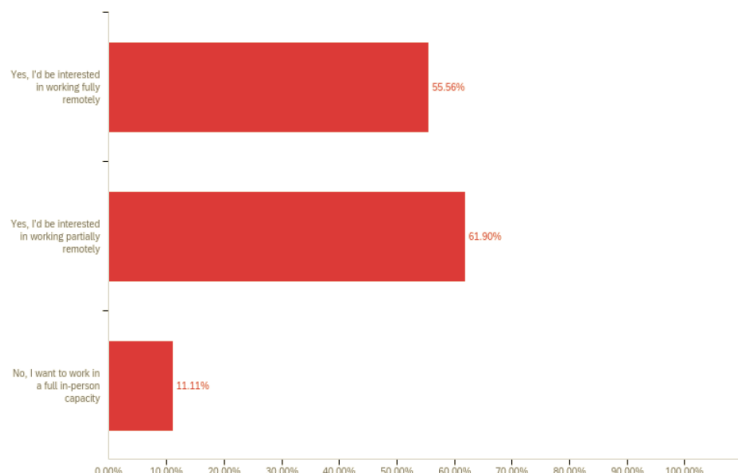
## Student Survey results:

Q6a - What are you looking forward to about returning to your school? Please select all that apply. (Text responses of those selecting other)

Other (please specify) - Text
Not looking forward to return if classes are back in school.
I do not want to return to school physically. I learn alot on zoom. I used the writing center without any problems on zoom.
I rather stay remote, I don't feel people will be abiding to social distancing guidelines.
None of the before mention matters if people are not taking precautions seriously

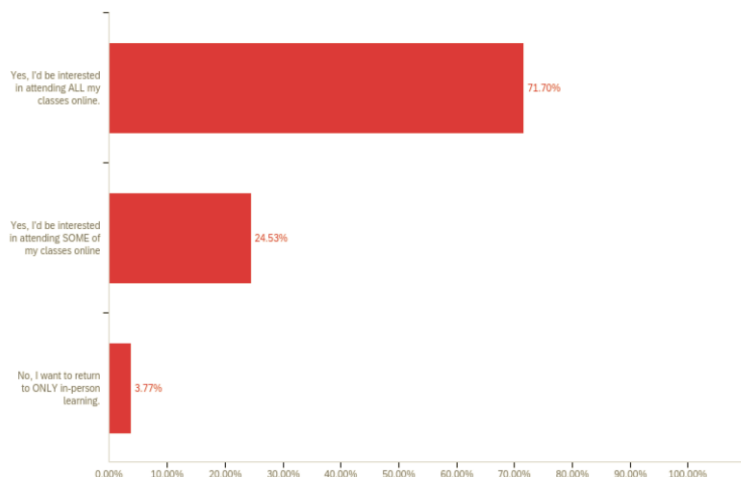
## Faculty &amp; Staff Survey resulty:

Q11 - If given the opportunity to continue to work remotely, would you be interested? Please select all that apply.



### Student Survey results:

Q11 - If given the opportunity to continue to with online learning, would you be interested? Please select all that apply.



Based on the collected data and extensive work the Reopening Committee has performed and reviewed, and the variables that currently stand in the way of a full reopening of the campus, the Reopening Committee will implement the Level II Reopening Plan and make adjustments per NYS and CUNY guidelines and below are the 3 Feet and 6 Feet Plans in more detail.

### 3 Feet Plan

Though the new guidelines eliminate the space capacity for fully vaccinated individuals, and CUNY requires students to be fully vaccinated, pending full FDA approval of the vaccines, the 3 Feet Plan under Level II will follow the *Health and Safety* measures previously stated, adhere to CDC and NYS space capacity reduction measures for vaccinated students inside the classrooms, and adhere to SLU's capacity limits to maintain a 50-60% capacity. Under this plan, SLU will increase in-person services and class offerings, while providing remote and in-person classes, remote and in-person support services, and in-person student services—access to the 19<sup>th</sup> floor student computer lab and printing services. Employees will follow flexible and staggered work schedules and SLU public events will continue to be held remotely. Departments will also have representation Monday through Friday, when the college is open.

To ensure everyone on campus adheres to the 3 feet social distancing, we will also replace floor signage and seating signs at 3 ft. distance and provide total room capacity limits by entrances to common areas.

Based on the 3 ft. measurements taken across SLU's vertical campus, we have found that at 3 feet distance we can increase room capacity and thus increase the number of people that can occupy the SLU campus ([see Appendix A, Table 8, pg. xiii](#)). For instance, if we add the following items: the total occupancy for classrooms, including the conference room and excluding 2 isolation rooms, we get a total of 115 students and faculty for the entire SLU campus (55 on the 19<sup>th</sup> floor, and 60 on 18<sup>th</sup> floor), and if we add the total occupancy of for the common areas, including hallways, elevator banks, lobby, pantry areas, and student computer lab (excluding rest rooms) we get a total of 202 for the entire SLU campus (92 on the 19<sup>th</sup> floor, 86 on 18<sup>th</sup> floor, 24 on the 10<sup>th</sup> floor pantry). The new guidelines eliminate the space capacity for fully vaccinated individuals, and CUNY requires students to be fully vaccinated, pending full FDA approval of the vaccines. However, we will continue to adhere to the 3 feet social distancing to ensure the safety of our campus. Therefore, under the 3 Feet Plan, the SLU campus would be able to hold at any given time about 303

individuals in common areas and classrooms (including the conference room and not including the 27 open workstations and two isolation rooms) [\(see Appendix A, Table 8, pg. xiii\)](#). Also, to ensure we adhere to this limited capacity of the common areas, employees will follow staggered, flexible work schedules and public events will continue being held remotely, thus increasing the ability for more students to come to campus. To ensure we adhere to this limited capacity of the common areas and classrooms, employees will follow staggered, flexible work schedules and public events will continue being held remotely, thus increasing the ability for more students to come to campus.

Additional PPEs will be required to be used, per CUNY guidelines, when individuals come within 3ft. distance from another person. Though social distancing guidelines may change, SLU employees interacting with individuals within the social distance guidelines will be required to wear additional PPEs.

Adequate supplies of PPEs will be maintained on campus, hand sanitizing stations will be added in the meeting rooms, and additional face masks and gloves will be available for employees and students by the 19<sup>th</sup> Floor reception desk, the IT helpdesk on the 18<sup>th</sup> floor, and in room 1005 and room 1008 [\(see Appendix D, pg. xxvi\)](#).

Also, SLU strongly encourages everyone to wear a face mask at all times while on campus throughout the implementation of this Level II Reopening Plan. Essential personnel and high-risk employees will also be required to wear eye protective gear when interacting with individuals within 3ft. distance. Face shields have been provided to essential staff for this purpose and they are required to clean their face shields prior to each use.

The Coronavirus Coordinators will also ensure the campus maintains an adequate supply of PPEs (masks, gloves, gowns, disinfecting wipes, hand sanitizers) for at least three months by continuously working with CUNY, Building Management and various vendors.

Should anyone need to replace their PPE supplies, PPEs will be available at the 19<sup>th</sup> floor reception desk, the 18<sup>th</sup> floor IT helpdesk, and rooms 1005 and 1008.

### **Staggered Workforce (New)**

Though the 3 Feet Plan increases the occupancy for each floor, SLU will continue to adhere to social distancing of 3 ft., SLU will work with Supervisors and staff to offer flexible work schedules that meet the needs of SLU students and help keep employees safe. Under this 3 Feet Plan, all departments will have a department representative available for in-person services Monday through Fridays, when the college is open [\(see Appendix A, Table 4, pg. ix\)](#) and continue to use the [Remote Work Agreement](#) approved work schedules for all employees. Below are sample staggered work schedules and flexible work arrangements that CUNY's Human Resource highlighted in the Remote Work Agreement that has been distributed to all employees [\(see Appendix A, Table 3, pg. viii\)](#).

SLU Sample Flexible/Staggered Work Schedules from CUNY HR's office:

#### **Possible Work schedules:**

- Combination of remote and on premise workdays (i.e., 2 days remote and 3 days on site)
- Combination of remote and on-site work weeks (every other)
- Condensed work week (in line with current guidelines for "Summer Fridays" where employees work 35 hours over Monday-Thursday with Friday off)
- Flex start/end times
- Full time remote (see [Reasonable Accommodation Process](#); [CUNY Procedures for Implementing Reasonable Accommodations and Academic Adjustments](#).)



### **Framework for Flexible Work Arrangements (day shift.):**

- Schedule start times must be between 7am-11am
- Schedule end times must be between 3pm-7pm
- Condensed work week (35-hour week over a minimum of 4 days, with varying day off)
- Establishment of minimum on premise staffing requirement by department/area

### **Open workstations**

SLU has a total of 27 open workstations along hallways and in open areas on the 19<sup>th</sup> floor 18<sup>th</sup> floor, and 10<sup>th</sup> floor, rooms 1005 and 1008.

To ensure the safety of SLU employees working from open workstations, we have installed polycarbonated sneeze guards, setup air purifiers by their work areas, and reduced the foot traffic with floor signage. In addition, should employees not feel safe working from their open workstations, the Coronavirus Liaisons will work with Campus Facilities to have the individual work from an unoccupied office/classroom.

Employees working in open workstations that prefer to work from an office/classroom will need to email [Roomreservation@slu.cuny.edu](mailto:Roomreservation@slu.cuny.edu) to reserve an office space at least two weeks before coming to campus.

SLU strongly encourages everyone to wear a face mask at all times while on campus throughout the implementation of this Level II Reopening Plan. Employees, students, and guests are required to follow CUNY and SLU health screening protocols to access the campus, adhere to social distancing, and keep their areas clean.

Adequate supplies of PPEs will be maintained on campus, hand sanitizing stations will be added in the meeting rooms, and additional face masks and gloves will be available for employees and students by the 19<sup>th</sup> Floor reception desk, the IT helpdesk on the 18<sup>th</sup> floor, and in room 1005 and room 1008 ([see Appendix D, pg. xxvi](#)).

### **Offices**

Employees working in private offices would continue working in their spaces as long as they maintain 3ft. social distancing from any visitors to their spaces. In-person meetings cannot be held in private offices, instead employees will need to email [Roomreservation@slu.cuny.edu](mailto:Roomreservation@slu.cuny.edu) at least two weeks in advance to reserve a meeting room.

Employees working in shared offices, where two or more workstations exist, will need to adhere to their approved flexible work schedules per the [Remote Work Agreement](#) to ensure the room capacity does not exceed 50-60%. If various department staff work in shared offices, the department supervisors will work together to ensure the room capacity does not exceed 50-60%.

SLU strongly encourages everyone to wear a face mask at all times while on campus throughout the implementation of this Level II Reopening Plan. Employees, students, and guests are required to follow CUNY and SLU health screening protocols to access the campus, adhere to social distancing, and keep their areas clean.

Adequate supplies of PPEs will be maintained on campus, hand sanitizing stations will be added in the meeting rooms, and additional face masks and gloves will be available for employees and students by the 19<sup>th</sup> Floor reception desk, the IT helpdesk on the 18<sup>th</sup> floor, and in room 1005 and room 1008 ([see Appendix D, pg. xxvi](#)).

### Meetings & Appointments

Meetings cannot be held in offices, by open workstations, or in common areas. Meetings will be held remotely and in-person meetings will require confirmed appointments and room reservations. The 19<sup>th</sup> floor conference room, and the 19<sup>th</sup> floor classroom 19D will be reserved for in-person meetings. The designated classroom meeting spaces will also be cleaned and disinfected prior to the start of classes. Employees will follow the *Report to Campus* processes and will need to email [RoomReservation@slu.cuny.edu](mailto:RoomReservation@slu.cuny.edu) at least two weeks in advance to reserve a room for meeting space ([see Appendix A, Figure 2, pg. ii](#)).

Visitors coming onto the campus for in-person meetings will be required to follow *Report to Campus* processes and adhere to CUNY and SLU health screening procedures ([see Appendix A, Figure 2, pg. ii](#)). Staff using the classroom meeting spaces will be required to wipe the desk and door handles with disinfecting wipes before and after a meeting takes place to ensure the space is clean at all times.

SLU strongly encourages everyone to wear a face mask at all times while on campus throughout the implementation of this Level II Reopening Plan. Employees, students, and guests are required to follow CUNY and SLU health screening protocols to access the campus, adhere to social distancing, and keep their areas clean.

Adequate supplies of PPEs will be maintained on campus, hand sanitizing stations will be added in the meeting rooms, and additional face masks and gloves will be available for employees and students by the 19<sup>th</sup> Floor reception desk, the IT helpdesk on the 18<sup>th</sup> floor, and in room 1005 and room 1008 ([see Appendix D, pg. xxvi](#)).

### Classes

In-person instructions are being prioritized over public events given the space capacity concerns, and classes will be held remotely and in-person per the 3 feet social distancing space capacity to ensure SLU remains at the 50-60% capacity. The new guidelines eliminate the space capacity for fully vaccinated individuals, and CUNY requires students to be fully vaccinated, pending full FDA approval of the vaccines. However, this Level II Reopening Plan will continue to include social distancing in common areas and in classrooms to ensure the safety of our campus.

Being that the social distancing measures may increase come the fall term, we will adjust the in-person and remote class offerings, but under the 3ft social distancing plan we will leave the dividers within each room closed, thus increasing the number of classes we are able to offer and adhere to the 3 ft. social distancing guidelines.

Below is a sample of the number of classes that would comply with the 3 ft. social distance and the 50-60% capacity ([see Table 6 below; see Appendix A, Table 6, pg. xii](#)):

**Table 6. In-person Classes\* -3 Feet Plan Sample:**

Monday	Tuesday	Wednesday	Thursday	Friday
9 (4 on the 18 <sup>th</sup> floor, 5 on the 19 <sup>th</sup> floor)	9 (4 on the 18 <sup>th</sup> floor, 5 on the 19 <sup>th</sup> floor)	9 (4 on the 18 <sup>th</sup> floor, 5 on the 19 <sup>th</sup> floor)	9 (4 on the 18 <sup>th</sup> floor, 5 on the 19 <sup>th</sup> floor)	0

\* In-person learning (within allowed capacity limits) will occur if the area has fewer than 50 new weekly cases per 100,000 people and a seven-day positivity rate of less than 8%

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Faculty is also encouraged to work with each student to ensure that students at high-risk because of their health can participate remotely for the duration of the term. SLU will also provide faculty with a faculty kit for their in-person classes and they will continue receiving IT support as needed. The faculty kits will include a set of dry eraser markers, and two board erasers for them to use for their classes.

Each classroom will also be equipped with hand sanitizers and air purifiers.

SLU strongly encourages everyone to wear a face mask at all times while on campus throughout the implementation of this Level II Reopening Plan. Employees, students, and guests are required to follow CUNY and SLU health screening protocols to access the campus, adhere to social distancing, and keep their areas clean.

Adequate supplies of PPEs will be maintained on campus, hand sanitizing stations will be added in the meeting rooms, and additional face masks and gloves will be available for employees and students by the 19<sup>th</sup> Floor reception desk, the IT helpdesk on the 18<sup>th</sup> floor, and in room 1005 and room 1008 ([see Appendix D, pg. xxvi](#)).

### Common Areas

#### Lobby Areas

Seating in the lobby areas on the 19<sup>th</sup> and 18<sup>th</sup> floor will be limited to the 3ft. social distancing and additional seating will be closed off to ensure social distancing. Under the 3 Feet Plan, the seating capacity for the 19<sup>th</sup> floor lobby area is 10 and 2 for the 18<sup>th</sup> floor lobby, located adjacent to the pantry area.

Students will be able to use 19<sup>th</sup> floor classroom 1923 as a study area prior to the start of classes. The room capacity for room 1923 under the 3 Feet Plan is 8 ([see Appendix A, Table 8, pg. xiii](#)).

To use the study classroom, students will need to reserve their seat by emailing [RoomReservation@slu.cuny.edu](mailto:RoomReservation@slu.cuny.edu) at least two weeks in advance.

Students using the lobby or classroom study space will be required to wipe the desk and door handles they use with disinfecting wipes before and after using the space to ensure the space is always clean.

#### Pantry & Restrooms (see Appendix A, Table 8, pg. xiii)

The space capacity of the pantry areas on campus under the 3 Feet Plan are limited to:

- 2 people, 10<sup>th</sup> floor 1005
- 4 people, 18<sup>th</sup> floor pantry
- 2 people, 19<sup>th</sup> floor pantry

The space capacity for the restrooms on the 19<sup>th</sup> and 18<sup>th</sup> floors are 3 people under the 3 ft. plan. Also, SLU prohibits the sharing of food and beverages on campus.

Because of these limits, we will be Space Capacity signs on the entrance doors to ensure everyone adheres to these space limitations ([see Appendix D, pg. xxvi-xxix](#)).

#### Student Computer Lab, room 1918

Under the Level II students will now gain access to the Student Computer Lab, room 1918 and be able to print. Each computer station and work station within the lab has been equipped with polycarbonate protective sneeze guards and additional chairs will be closed off to ensure social distancing. Within this 3 Feet Plan, only 8 students fit into the 19<sup>th</sup> floor student computer lab, however, students will continue to be able to borrow SLU

laptops through the [SLU Laptop Loaner Program](#) and use them at home and while on the campus ([see Appendix, Table 8, pg. xiii](#)).

The IT team will also be cleaning and disinfecting the computers on a regular basis and Campus Facilities will be cleaning and disinfecting the area per NYS, CDC, and CUNY guidelines before each use. In addition, a hand sanitizing station will be placed inside by the entrance area of the student computer lab.

The use of the Student Computer Lab will also require a reservation a reservation prior to each use. Students can reserve a computer station emailing [RoomReservation@slu.cuny.edu](mailto:RoomReservation@slu.cuny.edu) at least two weeks in advance.

SLU strongly encourages everyone to wear a face mask at all times while on campus throughout the implementation of this Level II Reopening Plan. Employees, students, and guests are required to follow CUNY and SLU health screening protocols to access the campus, adhere to social distancing, and keep their areas cleaned.

Adequate supplies of PPEs will be maintained on campus, hand sanitizing stations will be added in the meeting rooms, and additional face masks and gloves will be available for employees and students by the 19<sup>th</sup> Floor reception desk, the IT helpdesk on the 18<sup>th</sup> floor, and in room 1005 and room 1008 ([see Appendix D, pg. xxvi](#)).

### **Classrooms**

Based on the 3 Feet Plan, SLU's classroom capacity will have increased. Per Table 8, if we were to use all of classrooms on both floors for in-person classes with 3ft social distancing, we would only be able to hold a total of 115 students and faculty Monday through Friday at any given time (55 on the 19<sup>th</sup> floor, 60 on the 18<sup>th</sup> floor ([see Appendix A, Table 8, pg. xiii](#)).

However, classrooms will be used, per the room capacity of each room, during the day as meeting space, employee workspace, student study room space, and per SLU's Guttman partnership, classrooms in the day will be used for Guttman classes as well. Two classrooms will remain reserved as isolation/quarantine rooms under this Level II Plan. The following classrooms have been reserved as follows:

- Quiet Student Study Room: 19<sup>th</sup> floor classroom 1923, prior to the start of classes,
- Isolation Rooms: 18<sup>th</sup> floor classroom 1804, 19<sup>th</sup> floor classroom 19A, throughout the hours of operation
- In-person Meeting rooms: 19<sup>th</sup> floor conference room, 19<sup>th</sup> floor room 19D, prior to the start of classes
- Guttman Partnership: 18<sup>th</sup> floor classrooms 18A-18D, during daytime hours

Reservation requests for these classrooms need to be emailed to [RoomReservation@slu.cuny.edu](mailto:RoomReservation@slu.cuny.edu) at least two weeks in advance.

Each classroom will be equipped with wall mounted hand sanitizers and disinfecting wipes for faculty/staff/students to use. Student chairs will hold yellow "sit here" signs every 3ft. to ensure social distancing, and cleaning and disinfecting prior to the start of class will be conducted by Campus Facilities per NYS, CDC, and CUNY guidelines ([see below and Appendix D, xxix](#)).



Below are further details on how each department at SLU will be managing their units under the 3 Feet Plan ([see Appendix J, pg. xlv](#)).

### **ACADEMIC AFFAIRS-LEVEL II -3 Ft. Plan**

Under the Level II Reopening Plan- 3 Feet Plan, the Academic Affairs unit will hold classes through distance learning and in-person based on space capacity. All Friday classes will be held through distance learning. Faculty and Office of Academic Affairs (OAA) will develop class schedule that best fit SLU students' needs and space allocations.

OAA employees will follow their flexible work schedules per the [Remote Work Agreement](#), which will include a combination of remote and in-person workdays. A representative from the department will be available Monday through Friday for in-person support. Meetings will be held remotely and on campus. All in-person meetings will be managed by appointment only in accordance with guidelines that preserve social distancing practices.

When scheduling an in-person meeting, all employees will need to reserve a meeting room by emailing [RoomReservation@slu.cuny.edu](mailto:RoomReservation@slu.cuny.edu) at least two weeks in advance.

Department Supervisors will be responsible in communicating their staff's staggered work schedules to the Assoc. Dean of Administration and Operations and his Deputy. The Assoc. Dean/Deputy will work with the Department Supervisors to adjust work schedules to ensure the campus remains at 50-60% capacity at all times.

The remote tools employees will continue using are Zoom, Microsoft Teams, SLU loaner laptops, and they will also continue to be able to remote into their campus computers.

SLU strongly encourages everyone to wear a face mask at all times while on campus throughout the implementation of this Level II Reopening Plan. Employees, students, and guests are required to follow CUNY and SLU health screening protocols to access the campus, adhere to social distancing, and keep their areas cleaned.



## SCHOOL OF LABOR AND URBAN STUDIES: REOPENING PLAN: LEVEL II

Employees will be responsible to use disinfecting wipes at their workstations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

### CUNY Protocol on Recording of Remote Classes:

Faculty offering classes through web conferencing digital technology like Zoom must not record a student in a class session without the student's consent. Similarly, consistent with CUNY policy, students may not record the class sessions unless such recording is part of a reasonable accommodation under law. To obtain consent, faculty who wish to record their class sessions must provide the following announcement, in emails, and/or class syllabus, to enrolled students and verbally at the opening of the first class session:

*Students who participate in this class with their camera on or use a profile image are agreeing to have their video or image recorded solely for the purpose of creating a record for students enrolled in the class to refer to, including those enrolled students who are unable to attend live. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live.*

As mentioned in the announcement, recording of classes is for the benefit of students. Faculty shall not use class recordings as a means of determining class attendance, and are reminded that CUNY is classified by the U.S. Department of Education as a non-attendance taking institution. Doubts faculty may have regarding the identity of participants should be alleviated if faculty offer their classes through applications and resources that have been licensed by CUNY Central or their college and require a CUNY/College ID for login, thereby giving reasonable assurance that participants are CUNY students.

For the avoidance of doubt, the prohibition on recording without consent does not apply to audio or video lectures of the faculty member only and that do not include a student participation component.

## **STUDENT AFFAIRS- LEVEL II- 3 Ft. Plan**

Student Affairs employees will follow their flexible work schedules per the [Remote Work Agreement](#), which will include a combination of remote and in-person workdays. A representative from the department will be available Monday through Friday for in-person support and as needed. Meetings will be held remotely and on campus. When scheduling an in-person meeting, all employees will need to reserve a meeting room by emailing [RoomReservation@slu.cuny.edu](mailto:RoomReservation@slu.cuny.edu) at least two weeks in advance.

Department Supervisors will be responsible in communicating their staff's staggered work schedules to the Assoc. Dean of Administration and Operations and his Deputy. The Assoc. Dean/Deputy will work with the Department Supervisors to adjust work schedules to ensure the campus remains at 50-60% capacity at all times.

The remote tools employees will continue using are Zoom, Microsoft Teams, SLU loaner laptops, and they will also continue to be able to remote into their campus computers.

SLU will be providing in-person student services on Wednesdays, or as needed, and students will continue receiving remote counseling and tutoring as well. Per a Writing Center preliminary report, for the academic year 2020-2021, the Center has serviced 134 students and held 569 one-to-one sessions, 318 workshops/group visits, and the Center has had a 59% rate of return visits ([see Appendix M, pg. xc](#)). In addition, students will



## SCHOOL OF LABOR AND URBAN STUDIES: REOPENING PLAN: LEVEL II

continue to be able to borrow SLU laptops through the [SLU Laptop Loaner Program](#) and use them at home and while on the campus ([see Appendix, Table 8, pg. xiii](#)).

SLU strongly encourages everyone to wear a face mask at all times while on campus throughout the implementation of this Level II Reopening Plan. Employees, students, and guests are required to follow CUNY and SLU health screening protocols to access the campus, adhere to social distancing, and keep their areas cleaned.

Employees will be responsible to use disinfecting wipes at their workstations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

### **ENROLLMENT MANAGEMENT- LEVEL II- 3 Ft. Plan**

#### **Enrollment**

Public events will continue being held remotely until further notice.

Enrollment Management employees will follow their flexible work schedules per the [Remote Work Agreement](#), which will include a combination of remote and in-person work days. A representative from the department will be available Monday through Friday for in-person support. Meetings will be held remotely and on campus. All in-person meetings will be managed by appointment only in accordance with guidelines that preserve social distancing practices.

When scheduling an in-person meeting, all employees will need to reserve a meeting room by emailing [RoomReservation@slu.cuny.edu](mailto:RoomReservation@slu.cuny.edu) at least two weeks in advance.

Department Supervisors will be responsible in communicating their staff's staggered work schedules to the Assoc. Dean of Administration and Operations and his Deputy. The Assoc. Dean/Deputy will work with the Department Supervisors to adjust work schedules to ensure the campus remains at 50-60% capacity at all times.

The remote tools employees will continue using are Zoom, Microsoft Teams, SLU loaner laptops, and they will also continue to be able to remote into their campus computers.

SLU strongly encourages everyone to wear a face mask at all times while on campus throughout the implementation of this Level II Reopening Plan. Employees, students, and guests are required to follow CUNY and SLU health screening protocols to access the campus, adhere to social distancing, and keep their areas cleaned.

Employees will be responsible to use disinfecting wipes at their workstations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

#### **Bursar**

Bursar employees will follow their flexible work schedules per the [Remote Work Agreement](#), which will include a combination of remote and in-person workdays. A representative from the department will be available Monday through Friday for in-person support and as needed. Meetings will be held remotely and on campus. All in-person meetings will be managed by appointment only in accordance with guidelines that preserve social distancing practices.

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When scheduling an in-person meeting, all employees will need to reserve a meeting room by emailing [RoomReservation@slu.cuny.edu](mailto:RoomReservation@slu.cuny.edu) at least two weeks in advance.

Department Supervisors will be responsible in communicating their staff's staggered work schedules to the Assoc. Dean of Administration and Operations and his Deputy. The Assoc. Dean/Deputy will work with the Department Supervisors to adjust work schedules to ensure the campus remains at 50-60% capacity at all times.

The remote tools employees will continue using are Zoom, Microsoft Teams, SLU loaner laptops, and they will also continue to be able to remote into their campus computers.

SLU strongly encourages everyone to wear a face mask at all times while on campus throughout the implementation of this Level II Reopening Plan. Employees, students, and guests are required to follow CUNY and SLU health screening protocols to access the campus, adhere to social distancing, and keep their areas cleaned.

Employees will be responsible to use disinfecting wipes at their workstations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

### **Registrar**

Registrar employees will follow their flexible work schedules per the [Remote Work Agreement](#), which will include a combination of remote and in-person workdays. A representative from the department will be available Monday through Friday for in-person support and as needed. Meetings will be held remotely and on campus. All in-person meetings will be managed by appointment only in accordance with guidelines that preserve social distancing practices.

When scheduling an in-person meeting, all employees will need to reserve a meeting room by emailing [RoomReservation@slu.cuny.edu](mailto:RoomReservation@slu.cuny.edu) at least two weeks in advance.

Department Supervisors will be responsible in communicating their staff's staggered work schedules to the Assoc. Dean of Administration and Operations and his Deputy. The Assoc. Dean/Deputy will work with the Department Supervisors to adjust work schedules to ensure the campus remains at 50-60% capacity at all times.

The remote tools employees will continue using are Zoom, Microsoft Teams, SLU loaner laptops, and they will also continue to be able to remote into their campus computers.

SLU strongly encourages everyone to wear a face mask at all times while on campus throughout the implementation of this Level II Reopening Plan. Employees, students, and guests are required to follow CUNY and SLU health screening protocols to access the campus, adhere to social distancing, and keep their areas cleaned.

Employees will be responsible to use disinfecting wipes at their workstations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

## **ADMINISTRATIVE SERVICES- LEVEL II- 3 Ft. Plan**

### **Facilities**

## SCHOOL OF LABOR AND URBAN STUDIES: REOPENING PLAN: LEVEL II

Custodial employees have been identified as essential staff and thus will be present full-time on campus throughout Level II. Other Facilities employees will follow their flexible work schedules per the [Remote Work Agreement](#), which will include a combination of remote and in-person workdays.

Routine cleaning and disinfecting of the campus will continue, per CDC and NYS guidelines. Upon reports of COVID-19 cases, special cleaning and disinfecting of all affected areas will take place per NYS, CDC, and CUNY guidelines. Also, Building Management cleaning employees will continue cleaning the campus during the evenings Monday through Fridays.

SLU Custodial employees will be provided with PPEs and cleaning and disinfecting supplies. Also, Campus Facilities will continue implementing the routine start-of-term cleaning and disinfecting of the campus prior to the start of the term. In addition, Custodial employees will continue using the [Daily Cleaning and Disinfecting Log](#), the [Special Cleaning and Disinfecting when Someone is Sick Checklist](#), and the paper log will be maintained. Custodial employees will also continue to monitor cleaning PPE supplies on campus and report any shortages to our Facilities Manager at [Facilities@slu.cuny.edu](mailto:Facilities@slu.cuny.edu). Custodial employees will attend any necessary trainings relevant to the work and will continue to be up to date with CDC, NYS and CUNY's Coronavirus guidelines.

Campus Facilities will also ensure social distancing and COVID-19 signs continue to be posted at the designated areas highlighted in our floor plans (see Appendix D). In addition, Campus Facilities will continue maintaining sneeze guards where needed, replenishing hand sanitizing stations, and place paper towels in restrooms. The Campus Facilities unit will also implement any changes per the latest guidelines received from NYS and CUNY.

In addition, the Coronavirus Coordinator will work with CUNY, Building Management, and Campus Facilities to ensure the campus is cleaned and disinfected daily and will proceed with special cleaning and disinfecting when possible COVID-19 cases are reported. Also, the Coronavirus Coordinator will work with CUNY, Building management, and various vendors to ensure the campus maintains an adequate supply of PPEs (masks, gloves, gowns, hand sanitizers, disinfecting wipes, and disinfecting cleaning supplies) available for at least three months. The campus will also maintain first aid kits at the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor IT helpdesk, the 10<sup>th</sup> floor pantry in room 1005, and at the conference area in room 1008.

Security is currently provided through Building Management and SLU will continue to work with building security to maintain the safety of our spaces from 10am to 10pm on the days Monday through Thursday, and 10am-5pm on Fridays, when the college is open. In addition, CUNY is also working on installing a security system at SLU that will ensure the safety of the campus.

Employees will be responsible to use disinfecting wipes at their workstations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

Department Supervisors will be responsible in communicating their staff's staggered work schedules to the Assoc. Dean of Administration and Operations and his Deputy. The Assoc. Dean/Deputy will work with the Department Supervisors to adjust work schedules to ensure the campus is cleaned and disinfected Monday through Friday.

The remote tools employees will continue using are Zoom, Microsoft Teams, SLU loaner laptops, and they will also continue to be able to remote into their campus computers.

SLU strongly encourages everyone to wear a face mask at all times while on campus throughout the implementation of this Level II Reopening Plan. Employees, students, and guests are required to follow CUNY and SLU health screening protocols to access the campus, adhere to social distancing, and keep their areas cleaned.

### **Information Technology (IT)**

Information Technology employees have been identified as essential staff and under the 3 Feet Plan the department will provide in-person support Monday through Friday. Meetings will be held remotely and on campus. All in-person meetings will be managed by appointment only in accordance with guidelines that preserve social distancing practices.

When scheduling an in-person meeting, all employees will need to reserve a meeting room by emailing [RoomReservation@slu.cuny.edu](mailto:RoomReservation@slu.cuny.edu) at least two weeks in advance.

Department Supervisors will be responsible in communicating their staff's work schedules to the Assoc. Dean of Administration and Operations and his Deputy. The Assoc. Dean/Deputy will work with the Department Supervisors to adjust work schedules to ensure the campus provides 100% in-person support during the hours of operation.

IT will also be responsible to issue and maintain a log of borrowed SLU equipment, clean and disinfect borrowed/returned SLU technology equipment, student lab computers, and instructor computers in classrooms. They will wear PPEs when cleaning and disinfecting tech equipment. Employees will also be responsible to use disinfecting wipes at their workstations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

SLU strongly encourages everyone to wear a face mask at all times while on campus throughout the implementation of this Level II Reopening Plan. Employees, students, and guests are required to follow CUNY and SLU health screening protocols to access the campus, adhere to social distancing, and keep their areas cleaned.

### **Business Office**

Business Office employees will follow their flexible work schedules per the [Remote Work Agreement](#), which will include a combination of remote and in-person work days. A representative from the department will be available Monday through Friday for in-person support. Meetings will be held remotely and on campus. All in-person meetings will be managed by appointment only in accordance with guidelines that preserve social distancing practices.

When scheduling an in-person meeting, all employees will need to reserve a meeting room by emailing [RoomReservation@slu.cuny.edu](mailto:RoomReservation@slu.cuny.edu) at least two weeks in advance.

Department Supervisors will be responsible in communicating their staff's staggered work schedules to the Assoc. Dean of Administration and Operations and his Deputy. The Assoc. Dean/Deputy will work with the Department Supervisors to adjust work schedules to ensure the campus remains at 50-60% capacity at all times.

The remote tools employees will continue using are Zoom, Microsoft Teams, SLU loaner laptops, and they will also continue to be able to remote into their campus computers.

SLU strongly encourages everyone to wear a face mask at all times while on campus throughout the implementation of this Level II Reopening Plan. Employees, students, and guests are required to follow CUNY

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and SLU health screening protocols to access the campus, adhere to social distancing, and keep their areas cleaned.

Employees will be responsible to use disinfecting wipes at their workstations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

### Communication

Marketing and Communication employees will follow their flexible work schedules per the [Remote Work Agreement](#), which will include a combination of remote and in-person work days. A representative from the department will be available Monday through Friday to provide in-person support. Meetings will be held remotely and on campus. All in-person meetings will be managed by appointment only in accordance with guidelines that preserve social distancing practices.

When scheduling an in-person meeting, all employees will need to reserve a meeting room by emailing [RoomReservation@slu.cuny.edu](mailto:RoomReservation@slu.cuny.edu) at least two weeks in advance.

Department Supervisors will be responsible in communicating their staff's staggered work schedules to the Assoc. Dean of Administration and Operations and his Deputy. The Assoc. Dean/Deputy will work with the Department Supervisors to adjust work schedules to ensure the campus remains at 50-60% capacity at all times.

The remote tools employees will continue using are Zoom, Microsoft Teams, SLU loaner laptops, and they will also continue to be able to remote into their campus computers.

SLU strongly encourages everyone to wear a face mask at all times while on campus throughout the implementation of this Level II Reopening Plan. Employees, students, and guests are required to follow CUNY and SLU health screening protocols to access the campus, adhere to social distancing, and keep their areas cleaned.

Employees will be responsible to use disinfecting wipes at their workstations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

### Human Resources

Human Resource support services will continue to be provided remotely and meetings will be held remotely. The remote tools employees will continue using are Zoom, Microsoft Teams, and SLU loaner laptops.

SLU strongly encourages everyone to wear a face mask at all times while on campus throughout the implementation of this Level II Reopening Plan. Employees, students, and guests are required to follow CUNY and SLU health screening protocols to access the campus, adhere to social distancing, and keep their areas cleaned.

Employees will be responsible to use disinfecting wipes at their workstations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

## **THE MURPHY INSTITUTE-WORKER EDUCATION- LEVEL II- 3 Ft. Plan**

All public events will be held remotely until further notice. The Murphy Institute Worker Education unit will hold all workshops and information sessions remotely.

Murphy Institute employees located at the main SLU campus will follow their flexible work schedules per the [Remote Work Agreement](#), which will include a combination of remote and in-person work days. A representative from the department will be available for in-person support as needed. Meetings will be held remotely and on campus. All in-person meetings will be managed by appointment only in accordance with guidelines that preserve social distancing practices.

When scheduling an in-person meeting, all employees will need to reserve a meeting room by emailing [RoomReservation@slu.cuny.edu](mailto:RoomReservation@slu.cuny.edu) at least two weeks in advance.

Department Supervisors will be responsible in communicating their staff's staggered work schedules to the Assoc. Dean of Administration and Operations and his Deputy. The Assoc. Dean/Deputy will work with the Department Supervisors to adjust work schedules to ensure the campus remains at 50-60% capacity at all times.

Worker Education employees working at satellite locations will work with their Supervisors in creating flexible work schedule, per the [Remote Work Agreement](#), that adheres to the satellite campus' Reopening Plans.

Employees will be responsible to use disinfecting wipes at their workstations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

The remote tools employees will continue using are Zoom, Microsoft Teams, SLU loaner laptops, and they will also continue to be able to remote into their campus computers.

SLU strongly encourages everyone to wear a face mask at all times while on campus throughout the implementation of this Level II Reopening Plan. Employees, students, and guests are required to follow CUNY and SLU health screening protocols to access the campus, adhere to social distancing, and keep their areas cleaned.

Employees will be responsible to use disinfecting wipes at their work stations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

### **6 Feet Plan**

The 6 Feet Plan under Level II will follow the *Health and Safety* measures previously stated, adhere to CDC and NYS space capacity reduction measures, and adhere to SLU's capacity limits to maintain a 50-60% capacity. Under this plan, SLU will provide remote and in-person classes, remote and in-person support services, and in-person student services—access to the 19<sup>th</sup> floor student computer lab and printing services. Employees will follow flexible and staggered work schedules and SLU public events will continue to be held remotely. Departments will also have representation once a week, when the college is open, or as needed.

To ensure everyone on campus adheres to the 6 feet social distancing, we have also placed floor signage and green seating signs at 6 ft. distance, and provided total room capacity limits by the entrance doors to each of the classrooms and common areas. However, based on the 6 ft. measurements taken across SLU's vertical campus, we have found that at 6 feet distance, we are very limited with the number of people that can occupy the campus ([see Appendix A, Table 8, pg. xiii](#)). For instance, if we add the following items:



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- the total occupancy of the classrooms, including the conference room and excluding 2 isolation rooms, we get a total of 44 students and faculty for the entire SLU campus (25 on the 19<sup>th</sup> floor, and 19 on 18<sup>th</sup> floor),
- and if we add the total occupancy of the common areas, including hallways, elevator banks, lobby, pantry areas, and student computer lab (excluding the rest rooms), we get a total of 101 for the entire SLU campus ( 47 on the 19<sup>th</sup> floor, 45 on 18<sup>th</sup> floor, 13 on the 10<sup>th</sup> floor pantry)

Therefore, under the 6 Feet Plan, the SLU campus would only be able to hold at any given time about 145 individuals in the common areas and classrooms (including the conference room, and not including the 27 open workstations and two isolation rooms) ([see Appendix A, Table 8, pg. xiii](#)). To ensure we adhere to this limited capacity of the common areas and classrooms, employees will follow staggered, flexible work schedules and public events will continue being held remotely, thus increasing the ability for more students to come to campus.

SLU also strongly encourages everyone to wear a face mask at all times while on campus throughout the implementation of this Level II Reopening Plan. Employees, students, and guests are required to follow CUNY and SLU health screening protocols to access the campus, adhere to social distancing, and keep their areas cleaned. Essential personnel and high-risk employees will also be required to wear eye protective gear when interacting with individuals within 6ft. distance. Face shields have been provided to essential staff for this purpose and they are required to clean their face shields prior to each use.

Additional PPEs will be required to be used, per CUNY guidelines, when individuals come within 6ft. distance from another person. Though social distancing guidelines may change, SLU employees interacting with individuals within the social distance guidelines will be required to wear additional PPEs.

Adequate supplies of PPEs will be maintained on campus, hand sanitizing stations will be added in the meeting rooms, and additional face masks and gloves will be available for employees and students by the 19<sup>th</sup> Floor reception desk, the IT helpdesk on the 18<sup>th</sup> floor, and in room 1005 and room 1008 ([see Appendix D, pg. xxvi](#)).

The Coronavirus Coordinators will also ensure the campus maintains an adequate supply of PPEs (masks, gloves, gowns, disinfecting wipes, hand sanitizers) for at least three months by continuously working with CUNY, Building Management and various vendors.

Should anyone need to replace their PPE supplies, PPEs will be available at the 19<sup>th</sup> floor reception desk, the 18<sup>th</sup> floor IT helpdesk, and rooms 1005 and 1008.

### **Staggered Workforce (New)**

To reduce the space capacity of our campus and adhere to social distancing of 6 ft., SLU will work with Supervisors and employees to offer flexible work schedules that meet the needs of SLU students and help keep our employees safe. Under this 6 Feet Plan, all departments will have a department representative available for in-person services at least once a week or as needed, and use the Remote Work Agreement approved work schedules for all employees ([see Appendix, Table 5, pg. xi](#)). Below are sample staggered work schedules and flexible work arrangements that CUNY's Human Resource highlighted in the [Remote Work Agreement](#) that has been distributed to all employees ([see Appendix Table 3, pg. viii](#)).

SLU Sample Flexible/Staggered Work Schedules from CUNY HR's office:

### **Possible Work schedules:**

- Combination of remote and on premise work days (i.e., 2 days remote and 3 days on site)

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- Combination of remote and on site work weeks (every other)
- Condensed work week (in line with current guidelines for “Summer Fridays” where employees work 35 hours over Monday-Thursday with Friday off)
- Flex start/end times
- Full time remote (see [Reasonable Accommodation Process](#); [CUNY Procedures for Implementing Reasonable Accommodations and Academic Adjustments](#).)

### Framework for Flexible Work Arrangements (day shift.):

- Schedule start times must be between 7am-11am
- Schedule end times must be between 3pm-7pm
- Condensed work week (35-hour week over a minimum of 4 days, with varying day off)
- Establishment of minimum on premise staffing requirement by department/area

### **Open workstations**

Currently, we have a total of 27 open workstations along hallways and in open areas across the SLU campus ([see Appendix A, Table 9, pg. xiv](#)).

To ensure the safety of our employees working from open workstations, we have installed polycarbonate sneeze guards, setup air purifiers by their work areas, and reduced the foot traffic with floor signage. In addition, should employees not feel safe working from their open workstations, the Coronavirus Liaisons will work with Campus Facilities to have the individual work from an unoccupied office/classroom. Employees working in open workstations that prefer to work from an office will need to email [Roomreservation@slu.cuny.edu](mailto:Roomreservation@slu.cuny.edu) to reserve an office space at least two weeks before coming to campus.

SLU also strongly encourages everyone to wear a face mask at all times while on campus throughout the implementation of this Level II Reopening Plan. Employees, students, and guests are required to follow CUNY and SLU health screening protocols to access the campus, adhere to social distancing, and keep their areas cleaned.

Adequate supplies of PPEs will be maintained on campus, hand sanitizing stations will be added in the meeting rooms, and additional face masks and gloves will be available for employees and students by the 19<sup>th</sup> Floor reception desk, the IT helpdesk on the 18<sup>th</sup> floor, and in room 1005 and room 1008 ([see Appendix D, pg. xxvi](#)).

### **Offices**

Employees working in private offices would continue working in their spaces as long as they maintain 6ft. social distancing from any visitors to their spaces. Meetings in private offices are discouraged and to reserve a meeting room, employees will need to email [Roomreservation@slu.cuny.edu](mailto:Roomreservation@slu.cuny.edu) at least two weeks in advance.

Employees working in shared offices, where two or more workstations exist, will need to adhere to their approved flexible work schedules per the Remote Work Agreement to ensure the room capacity does not exceed 50-60%. If various department staff work in shared offices, the department supervisors will work in ensuring the room capacity does not exceed 50-60%.

SLU strongly encourages everyone to wear a face mask at all times while on campus throughout the implementation of this Level II Reopening Plan. Employees, students, and guests are required to follow CUNY

and SLU health screening protocols to access the campus, adhere to social distancing, and keep their areas cleaned.

Adequate supplies of PPEs will be maintained on campus, hand sanitizing stations will be added in the meeting rooms, and additional face masks and gloves will be available for employees and students by the 19<sup>th</sup> Floor reception desk, the IT helpdesk on the 18<sup>th</sup> floor, and in room 1005 and room 1008 ([see Appendix D, pg. xxvi](#)).

### Meetings & Appointments

Meetings cannot be held in offices, by open workstations, or in common areas. Meetings will be held remotely and in-person meetings will require confirmed appointments and room reservations. The 19<sup>th</sup> floor conference room, and the 19<sup>th</sup> floor classroom 19D will be reserved for in-person meetings. The designated classroom meeting spaces will also be cleaned and disinfected prior to the start of classes. Employees will follow the *Report to Campus* processes and will need to email [RoomReservation@slu.cuny.edu](mailto:RoomReservation@slu.cuny.edu) at least two weeks in advance to reserve a room for meeting space ([see Appendix A, Figures 1-6, pgs. i-v](#)).

Visitors coming onto the campus for in-person meetings will be required to follow *Report to Campus* processes and adhere to CUNY and SLU health screening procedures ([see Appendix A, Figure 2, pg. ii](#)).

Staff using the classroom meeting spaces will be required to wipe the desk and door handles with disinfecting wipes before and after a meeting takes place to ensure the space is clean at all times.

SLU strongly encourages everyone to wear a face mask at all times while on campus throughout the implementation of this Level II Reopening Plan. Employees, students, and guests are required to follow CUNY and SLU health screening protocols to access the campus, adhere to social distancing, and keep their areas cleaned.

Adequate supplies of PPEs will be maintained on campus, hand sanitizing stations will be added in the meeting rooms, and additional face masks and gloves will be available for employees and students by the 19<sup>th</sup> Floor reception desk, the IT helpdesk on the 18<sup>th</sup> floor, and in room 1005 and room 1008 ([see Appendix D, pg. xx](#)).

### Classes

In-person instructions are being prioritized over public events given the space capacity concerns, and classes will be held remotely and in-person per the 6 feet social distancing space capacity to ensure SLU remains at the 50-60% capacity. Being that the social distancing measures may increase come the fall term, we are adjusting the in-person and remote class offerings, but under the 6ft social distancing plan we would convert the 18<sup>th</sup> floor classrooms to two large rooms, and convert two classrooms on the 19<sup>th</sup> floor to provide an additional large room. Below is a sample of the number of classes that would comply with the 6 Feet social distance and the 50-60% capacity:

**Table 7. In-person Classes\* - 6 Feet Plan SAMPLE**

Monday	Tuesday	Wednesday	Thursday	Friday
4 (18 <sup>th</sup> Fl: 2 large classes; 19 <sup>th</sup> Fl: 1 large class, 1 small class)	4 (18 <sup>th</sup> Fl: 2 large classes; 19 <sup>th</sup> Fl: 1 large class, 1 small class)	4 (18 <sup>th</sup> Fl: 2 large classes; 19 <sup>th</sup> Fl: 1 large class, 1 small class)	4 (18 <sup>th</sup> Fl: 2 large classes; 19 <sup>th</sup> Fl: 1 large class, 1 small class)	0

\*In-person learning (within allowed capacity limits) will occur if the area has fewer than 50 new weekly cases per 100,000 people and a seven-day positivity rate of less than 8%

Faculty is also encouraged to work with each student to ensure that students at high-risk because of their health can participate remotely for the duration of the term. SLU will also provide faculty with a faculty kit for their in-person classes and they will continue receiving IT support as needed. The faculty kits will include a set of dry eraser markers, and two board erasers for them to use for their classes.

Each classroom will also be equipped with hand sanitizers and air purifiers.

SLU strongly encourages everyone to wear a face mask at all times while on campus throughout the implementation of this Level II Reopening Plan. Employees, students, and guests are required to follow CUNY and SLU health screening protocols to access the campus, adhere to social distancing, and keep their areas cleaned.

Adequate supplies of PPEs will be maintained on campus, hand sanitizing stations will be added in the meeting rooms, and additional face masks and gloves will be available for employees and students by the 19<sup>th</sup> Floor reception desk, the IT helpdesk on the 18<sup>th</sup> floor, and in room 1005 and room 1008 (see Appendix D, pg. xx).

### Common Areas

#### Lobby Areas

Seating in the lobby areas on the 19<sup>th</sup> and 18<sup>th</sup> floor will be limited to the 6ft. social distancing and additional seating will be closed off to ensure social distancing. Under the 6 Feet Plan, the seating capacity is 6 for the 19<sup>th</sup> floor lobby and 1 for the 18<sup>th</sup> floor lobby adjacent to the pantry area.

Students will be able to use 19<sup>th</sup> floor classroom 1923 as a study area prior to the start of classes. The room capacity for room 1923 under the 6ft plan is 4 ([see Appendix A, Table 8](#)).

To use the study classroom, students will need to reserve their seat by emailing [RoomReservation@slu.cuny.edu](mailto:RoomReservation@slu.cuny.edu) at least two weeks in advance.

Students using the lobby or classroom study space will be required to wipe the desk and door handles they use with disinfecting wipes before and after using the space to ensure the space is clean at all times.

#### Pantry & Restrooms (see Appendix A, Table 8, pg. xiii)

The space capacity of the pantry areas on campus under the 6 Feet Plan are limited to:

- 2 people, 10<sup>th</sup> floor 1005
- 2 people, 18<sup>th</sup> floor pantry
- 1 people, 19<sup>th</sup> floor pantry

The space capacity for the restrooms on the 19<sup>th</sup> and 18<sup>th</sup> floors are 1 person under the 6 ft. plan. SLU also prohibits the sharing of food and beverages on campus.

Because of these limits, we will be Space Capacity signs on the entrance doors to ensure everyone adheres to these space limitations ([see Appendix D, pg. xxvi-xxix](#)).

#### Student Computer Lab, room 1918

Under the Level II students will now gain access to the Student Computer Lab, room 1918 and be able to print. Each computer station and work station within the lab has been equipped with polycarbonate protective sneeze guards and additional chairs will be closed off to ensure social distancing. Within this 6 Feet Plan, only 2 students fit into the 19<sup>th</sup> floor student computer lab, however, students will continue to be able to borrow SLU laptops through the [SLU Laptop Loaner Program](#) and use them at home and while on the campus ([see Appendix A, Table 8, pg. xiii](#)).

The IT team will also be cleaning and disinfecting the computers on a regular basis and Campus Facilities will be cleaning and disinfecting the area per NYS, CDC, and CUNY guidelines before each use. In addition, a hand sanitizing station will be placed inside by the entrance area of the student computer lab.

The use of the Student Computer Lab will also require a reservation a reservation prior to each use. Students can reserve a computer station emailing [RoomReservation@slu.cuny.edu](mailto:RoomReservation@slu.cuny.edu) at least two weeks in advance.

SLU strongly encourages everyone to wear a face mask at all times while on campus throughout the implementation of this Level II Reopening Plan. Employees, students, and guests are required to follow CUNY and SLU health screening protocols to access the campus, adhere to social distancing, and keep their areas cleaned.

Adequate supplies of PPEs will be maintained on campus, hand sanitizing stations will be added in the meeting rooms, and additional face masks and gloves will be available for employees and students by the 19<sup>th</sup> Floor reception desk, the IT helpdesk on the 18<sup>th</sup> floor, and in room 1005 and room 1008 (see Appendix D, pg. xx).

### **Classrooms**

Based on the 6 Feet Plan our classroom capacity will be dramatically reduced. Per Table 8, if we were to use all of our classrooms on both floors for in-person classes with 6ft social distancing, we would only be able to hold a total of 44 students and faculty Monday through Friday at any given time (24 on the 19<sup>th</sup> floor, 22 on the 18<sup>th</sup> floor (see Appendix A, Table 8).

However, classrooms will be used, per the room capacity of each room, during the day as meeting space, employee work space, student study room space, and per our Guttman partnership classrooms in the day will be used for Guttman classes as well. Two classrooms will remain reserved as isolation/quarantine rooms under this Level II Plan. The following classrooms have been reserved as follows:

- Quiet Student Study Room: 19<sup>th</sup> floor classroom 1923, prior to the start of classes,
- Isolation Rooms: 18<sup>th</sup> floor classroom 1804, 19<sup>th</sup> floor classroom 19A, throughout the hours of operation
- In-person Meeting rooms: 19<sup>th</sup> floor conference room, 19<sup>th</sup> floor room 19D, prior to the start of classes
- Guttman Partnership: 18<sup>th</sup> floor classrooms 18A-18D, during daytime hours

Reservation requests for these classrooms need to be emailed to [RoomReservation@slu.cuny.edu](mailto:RoomReservation@slu.cuny.edu) at least two weeks in advance.

Each classroom will be equipped with wall mounted hand sanitizers and disinfecting wipes for faculty/staff/students to use. Student chairs will hold green “sit here” signs every 6ft. to ensure social distancing, and cleaning and disinfecting prior to the start of class will be conducted by our Campus Facilities per NYS, CDC, and CUNY guidelines ([see below and Appendix D](#)).



Below are further details on how each department at SLU will be managing their units under the 6 Feet Plan ([see Appendix J, pg. xlv](#)).

### **ACADEMIC AFFAIRS-LEVEL II -6 Ft. Plan**

Under the Level II Reopening Plan- 6 Feet Plan, the Academic Affairs unit will hold classes through distance learning and in-person based on space capacity. All Friday classes will be held through distance learning. Faculty and Office of Academic Affairs (OAA) will develop class schedule that best fit our students' needs and space allocations.

OAA employees will follow their flexible work schedules per the [Remote Work Agreement](#), which will include a combination of remote and in-person workdays. A representative from the department will be available on Tuesdays for in-person support and as needed. Meetings will be held remotely and on campus. All in-person meetings will be managed by appointment only in accordance with guidelines that preserve social distancing practices.

When scheduling an in-person meeting, all employees will need to reserve a meeting room by emailing [RoomReservation@slu.cuny.edu](mailto:RoomReservation@slu.cuny.edu) at least two weeks in advance.

Department Supervisors will be responsible in communicating their staff's staggered work schedules to the Assoc. Dean of Administration and Operations and his Deputy. The Assoc. Dean/Deputy will work with the Department Supervisors to adjust work schedules to ensure the campus remains at 50-60% capacity at all times.

The remote tools employees will continue using are Zoom, Microsoft Teams, SLU loaner laptops, and they will also continue to be able to remote into their campus computers.

SLU strongly encourages everyone to wear a face mask at all times while on campus throughout the implementation of this Level II Reopening Plan. Employees, students, and guests are required to follow CUNY and SLU health screening protocols to access the campus, adhere to social distancing, and keep their areas cleaned.

Employees will be responsible to use disinfecting wipes at their workstations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.



*CUNY Protocol on Recording of Remote Classes:*

Faculty offering classes through web conferencing digital technology like Zoom must not record a student in a class session without the student's consent. Similarly, consistent with CUNY policy, students may not record the class sessions unless such recording is part of a reasonable accommodation under law. To obtain consent, faculty who wish to record their class sessions must provide the following announcement, in emails, and/or class syllabus, to enrolled students and verbally at the opening of the first class session:

*Students who participate in this class with their camera on or use a profile image are agreeing to have their video or image recorded solely for the purpose of creating a record for students enrolled in the class to refer to, including those enrolled students who are unable to attend live. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live.*

As mentioned in the announcement, recording of classes is for the benefit of students. Faculty shall not use class recordings as a means of determining class attendance, and are reminded that CUNY is classified by the U.S. Department of Education as a non-attendance taking institution. Doubts faculty may have regarding the identity of participants should be alleviated if faculty offer their classes through applications and resources that have been licensed by CUNY Central or their college and require a CUNY/College ID for login, thereby giving reasonable assurance that participants are CUNY students.

For the avoidance of doubt, the prohibition on recording without consent does not apply to audio or video lectures of the faculty member only and that do not include a student participation component.

## **STUDENT AFFAIRS- LEVEL II- 6 Ft. Plan**

Student Affairs employees will follow their flexible work schedules per the [Remote Work Agreement](#), which will include a combination of remote and in-person work days. A representative from the department will be available on Wednesdays for in-person support and as needed. Meetings will be held remotely and on campus. All in-person meetings will be managed by appointment only in accordance with guidelines that preserve social distancing practices.

When scheduling an in-person meeting, all employees will need to reserve a meeting room by emailing [RoomReservation@slu.cuny.edu](mailto:RoomReservation@slu.cuny.edu) at least two weeks in advance.

Department Supervisors will be responsible in communicating their staff's staggered work schedules to the Assoc. Dean of Administration and Operations and his Deputy. The Assoc. Dean/Deputy will work with the Department Supervisors to adjust work schedules to ensure the campus remains at 50-60% capacity at all times.

The remote tools employees will continue using are Zoom, Microsoft Teams, SLU loaner laptops, and they will also continue to be able to remote into their campus computers.

SLU will continue providing remote student services and in-person student services on Wednesdays, or as needed. Students will continue receiving remote counseling and tutoring. Per a Writing Center preliminary report, for the academic year 2020-2021, the Center has serviced 134 students and held 569 one-to-one sessions,

318 workshops/group visits, and the Center has had a 59% rate of return visits ([see Appendix M, pg. xc](#)). In addition, students will continue to be able to borrow SLU laptops through the [SLU Laptop Loaner Program](#) and use them at home and while on the campus ([see Appendix, Table 8, pg. xiii](#)).

SLU strongly encourages everyone to wear a face mask at all times while on campus throughout the implementation of this Level II Reopening Plan. Employees, students, and guests are required to follow CUNY and SLU health screening protocols to access the campus, adhere to social distancing, and keep their areas cleaned.

Employees will be responsible to use disinfecting wipes at their workstations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

### **ENROLLMENT MANAGEMENT- LEVEL II- 6 Ft. Plan**

#### **Enrollment**

Public events will continue being held remotely until further notice.

Enrollment Management employees will follow their flexible work schedules per the [Remote Work Agreement](#), which will include a combination of remote and in-person work days. A representative from the department will be available on Thursdays for in-person support and as needed. Meetings will be held remotely and on campus. All in-person meetings will be managed by appointment only in accordance with guidelines that preserve social distancing practices.

When scheduling an in-person meeting, all employees will need to reserve a meeting room by emailing [RoomReservation@slu.cuny.edu](mailto:RoomReservation@slu.cuny.edu) at least two weeks in advance.

Department Supervisors will be responsible in communicating their staff's staggered work schedules to the Assoc. Dean of Administration and Operations and his Deputy. The Assoc. Dean/Deputy will work with the Department Supervisors to adjust work schedules to ensure the campus remains at 50-60% capacity at all times.

The remote tools employees will continue using are Zoom, Microsoft Teams, SLU loaner laptops, and they will also continue to be able to remote into their campus computers.

SLU strongly encourages everyone to wear a face mask at all times while on campus throughout the implementation of this Level II Reopening Plan. Employees, students, and guests are required to follow CUNY and SLU health screening protocols to access the campus, adhere to social distancing, and keep their areas cleaned.

Employees will be responsible to use disinfecting wipes at their workstations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

#### **Bursar**

Bursar employees will follow their flexible work schedules per the [Remote Work Agreement](#), which will include a combination of remote and in-person work days. A representative from the department will be available on Mondays for in-person support and as needed. Meetings will be held remotely and on campus. All

## SCHOOL OF LABOR AND URBAN STUDIES: REOPENING PLAN: LEVEL II

in-person meetings will be managed by appointment only in accordance with guidelines that preserve social distancing practices.

When scheduling an in-person meeting, all employees will need to reserve a meeting room by emailing [RoomReservation@slu.cuny.edu](mailto:RoomReservation@slu.cuny.edu) at least two weeks in advance.

Department Supervisors will be responsible in communicating their staff's staggered work schedules to the Assoc. Dean of Administration and Operations and his Deputy. The Assoc. Dean/Deputy will work with the Department Supervisors to adjust work schedules to ensure the campus remains at 50-60% capacity at all times.

The remote tools employees will continue using are Zoom, Microsoft Teams, SLU loaner laptops, and they will also continue to be able to remote in to their campus computers.

SLU strongly encourages everyone to wear a face mask at all times while on campus throughout the implementation of this Level II Reopening Plan. Employees, students, and guests are required to follow CUNY and SLU health screening protocols to access the campus, adhere to social distancing, and keep their areas cleaned.

Employees will be responsible to use disinfecting wipes at their work stations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

### **Registrar**

Registrar employees will follow their flexible work schedules per the [Remote Work Agreement](#), which will include a combination of remote and in-person work days. A representative from the department will be available on Tuesdays for in-person support and as needed. Meetings will be held remotely and on campus. All in-person meetings will be managed by appointment only in accordance with guidelines that preserve social distancing practices.

When scheduling an in-person meeting, all employees will need to reserve a meeting room by emailing [RoomReservation@slu.cuny.edu](mailto:RoomReservation@slu.cuny.edu) at least two weeks in advance.

Department Supervisors will be responsible in communicating their staff's staggered work schedules to the Assoc. Dean of Administration and Operations and his Deputy. The Assoc. Dean/Deputy will work with the Department Supervisors to adjust work schedules to ensure the campus remains at 50-60% capacity at all times.

The remote tools employees will continue using are Zoom, Microsoft Teams, SLU loaner laptops, and they will also continue to be able to remote into their campus computers.

SLU strongly encourages everyone to wear a face mask at all times while on campus throughout the implementation of this Level II Reopening Plan. Employees, students, and guests are required to follow CUNY and SLU health screening protocols to access the campus, adhere to social distancing, and keep their areas cleaned.

Employees will be responsible to use disinfecting wipes at their workstations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

## **ADMINISTRATIVE SERVICES- LEVEL II- 6 Ft. Plan**

### **Facilities**

Custodial employees have been identified as essential staff and thus will be present full-time on campus throughout Level II. Other Facilities employees will follow their flexible work schedules per the [Remote Work Agreement](#), which will include a combination of remote and in-person workdays.

Routine cleaning and disinfecting of the campus will continue, per CDC and NYS guidelines. Upon reports of COVID-19 cases, special cleaning and disinfecting of all affected areas will take place per NYS, CDC, and CUNY guidelines. Also, Building Management cleaning employees will continue cleaning the campus during the evenings Monday through Fridays.

SLU Custodial employees will be provided with PPEs and cleaning and disinfecting supplies. Also, Campus Facilities will continue implementing the routine start-of-term cleaning and disinfecting of the campus prior to the start of the term. In addition, Custodial employees will continue using the [Daily Cleaning and Disinfecting Log](#), the [Special Cleaning and Disinfecting when Someone is Sick Checklist](#), and the paper log will be maintained ([see Appendix A, Figure 5, pg. v, Appendix B, pg. xvi](#)). Custodial employees will also continue to monitor cleaning PPE supplies on campus and report any shortages to our Facilities Manager at [Facilities@slu.cuny.edu](mailto:Facilities@slu.cuny.edu). Custodial employees will attend any necessary trainings relevant to the work and will continue to be up-to-date with CDC, NYS and CUNY's Coronavirus guidelines.

Campus Facilities will also ensure social distancing and COVID-19 signs continue to be posted at the designated areas highlighted in our floor plans ([see Appendix D, pgs. xxvi-xxix](#)). In addition, Campus Facilities will continue maintaining sneeze guards where needed, replenishing hand sanitizing stations, and place paper towels in restrooms. The Campus Facilities unit will also implement any changes per the latest guidelines received from NYS and CUNY.

In addition, the Coronavirus Coordinator will work with CUNY, Building Management, and Campus Facilities to ensure the campus is cleaned and disinfected daily and will proceed with special cleaning and disinfecting when possible COVID-19 cases are reported. Also, the Coronavirus Coordinator will work with CUNY, Building management, and various vendors to ensure the campus maintains an adequate supply of PPEs (masks, gloves, gowns, hand sanitizers, disinfecting wipes, and disinfecting cleaning supplies) available for at least three months. The campus will also maintain first aid kits at the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor IT helpdesk, the 10<sup>th</sup> floor pantry in room 1005, and at the conference area in room 1008 ([see Appendix D, pg. xxvi-xxviii](#)).

Security is currently provided through Building Management and SLU will continue to work with building security to maintain the safety of our spaces from 10am to 10pm on the days Monday through Thursday, and 10am-5pm on Fridays, when the college is open. In addition, CUNY is also working on installing a security system at SLU that will ensure the safety of the campus.

Employees will be responsible to use disinfecting wipes at their workstations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

Department Supervisors will be responsible in communicating their staff's work schedules to the Assoc. Dean of Administration and Operations and his Deputy. The Assoc. Dean/Deputy will work with the Department Supervisors to adjust work schedules to ensure the campus is cleaned and disinfected Monday through Friday.

The remote tools employees will continue using are Zoom, Microsoft Teams, SLU loaner laptops, and they will also continue to be able to remote into their campus computers.

SLU strongly encourages everyone to wear a face mask at all times while on campus throughout the implementation of this Level II Reopening Plan. Employees, students, and guests are required to follow CUNY and SLU health screening protocols to access the campus, adhere to social distancing, and keep their areas cleaned.

### **Information Technology (IT)**

Information Technology employees have been identified as essential staff and under the 6 Feet Plan they will provide in-person support Monday through Thursday. IT employees will follow their flexible work schedules for Fridays per the [Remote Work Agreement](#). Meetings will be held remotely and on campus. All in-person meetings will be managed by appointment only in accordance with guidelines that preserve social distancing practices.

When scheduling an in-person meeting, all employees will need to reserve a meeting room by emailing [RoomReservation@slu.cuny.edu](mailto:RoomReservation@slu.cuny.edu) at least two weeks in advance.

Department Supervisors will be responsible in communicating their staff's work schedules to the Assoc. Dean of Administration and Operations and his Deputy. The Assoc. Dean/Deputy will work with the Department Supervisors to adjust work schedules to ensure the campus provides in-person support Monday through Thursday and remote support on Fridays during the hours of operation.

IT will also be responsible to manage the [SLU Laptop Loaner Program](#) by issuing and maintaining a log of borrowed SLU equipment. IT will also be cleaning and disinfecting borrowed/returned SLU technology equipment, cleaning and disinfecting student lab computers, and instructor computers in classrooms. They will wear PPEs when cleaning and disinfecting tech equipment. Employees will also be responsible to use disinfecting wipes at their workstations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

The remote tools employees will continue using are Zoom, Microsoft Teams, SLU loaner laptops, and they will also continue to be able to remote into their campus computers.

SLU strongly encourages everyone to wear a face mask at all times while on campus throughout the implementation of this Level II Reopening Plan. Employees, students, and guests are required to follow CUNY and SLU health screening protocols to access the campus, adhere to social distancing, and keep their areas cleaned.

### **Business Office**

Business Office employees will follow their flexible work schedules per the [Remote Work Agreement](#), which will include a combination of remote and in-person work days. A representative from the department will be available on Thursdays for in-person support and as needed. Meetings will be held remotely and on campus. All in-person meetings will be managed by appointment only in accordance with guidelines that preserve social distancing practices.

When scheduling an in-person meeting, all employees will need to reserve a meeting room by emailing [RoomReservation@slu.cuny.edu](mailto:RoomReservation@slu.cuny.edu) at least two weeks in advance.

Department Supervisors will be responsible in communicating their staff's staggered work schedules to the Assoc. Dean of Administration and Operations and his Deputy. The Assoc. Dean/Deputy will work with the Department Supervisors to adjust work schedules to ensure the campus remains at 50-60% capacity at all times.



## SCHOOL OF LABOR AND URBAN STUDIES: REOPENING PLAN: LEVEL II

The remote tools employees will continue using are Zoom, Microsoft Teams, SLU loaner laptops, and they will also continue to be able to remote into their campus computers.

SLU strongly encourages everyone to wear a face mask at all times while on campus throughout the implementation of this Level II Reopening Plan. Employees, students, and guests are required to follow CUNY and SLU health screening protocols to access the campus, adhere to social distancing, and keep their areas cleaned.

Employees will be responsible to use disinfecting wipes at their workstations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

### **Marketing & Communication**

Marketing and Communication employees will follow their flexible work schedules per the [Remote Work Agreement](#), which will include a combination of remote and in-person work days. A representative from the department will be available for in-person support as needed. Meetings will be held remotely and on campus. All in-person meetings will be managed by appointment only in accordance with guidelines that preserve social distancing practices.

When scheduling an in-person meeting, all employees will need to reserve a meeting room by emailing [RoomReservation@slu.cuny.edu](mailto:RoomReservation@slu.cuny.edu) at least two weeks in advance.

Department Supervisors will be responsible in communicating their staff's staggered work schedules to the Assoc. Dean of Administration and Operations and his Deputy. The Assoc. Dean/Deputy will work with the Department Supervisors to adjust work schedules to ensure the campus remains at 50-60% capacity at all times.

The remote tools employees will continue using are Zoom, Microsoft Teams, SLU loaner laptops, and they will also continue to be able to remote into their campus computers.

SLU strongly encourages everyone to wear a face mask at all times while on campus throughout the implementation of this Level II Reopening Plan. Employees, students, and guests are required to follow CUNY and SLU health screening protocols to access the campus, adhere to social distancing, and keep their areas cleaned.

Employees will be responsible to use disinfecting wipes at their workstations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

### **Human Resources**

Human Resource support services will continue to be provided remotely and meetings will be held remotely. The remote tools employees will continue using are Zoom, Microsoft Teams, and SLU loaner laptops.

SLU strongly encourages everyone to wear a face mask at all times while on campus throughout the implementation of this Level II Reopening Plan. Employees, students, and guests are required to follow CUNY and SLU health screening protocols to access the campus, adhere to social distancing, and keep their areas cleaned.

Employees will be responsible to use disinfecting wipes at their workstations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk



## **THE MURPHY INSTITUTE-WORKER EDUCATION- LEVEL II- 6 Ft. Plan**

All public events will be held remotely until further notice. The Murphy Institute Worker Education unit will hold all workshops and information sessions remotely.

Murphy Institute employees located at the main SLU campus will follow their flexible work schedules per the [Remote Work Agreement](#), which will include a combination of remote and in-person work days. A representative from the department will be available for in-person support as needed. Meetings will be held remotely and on campus. All in-person meetings will be managed by appointment only in accordance with guidelines that preserve social distancing practices.

When scheduling an in-person meeting, all employees will need to reserve a meeting room by emailing [RoomReservation@slu.cuny.edu](mailto:RoomReservation@slu.cuny.edu) at least two weeks in advance.

Department Supervisors will be responsible in communicating their staff's staggered work schedules to the Assoc. Dean of Administration and Operations and his Deputy. The Assoc. Dean/Deputy will work with the Department Supervisors to adjust work schedules to ensure the campus remains at 50-60% capacity at all times.

Worker Education employees working at satellite locations will work with their Supervisors in creating flexible work schedule, per the [Remote Work Agreement](#), that adheres to the satellite campus' Reopening Plans.

Employees will be responsible to use disinfecting wipes at their workstations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

The remote tools employees will continue using are Zoom, Microsoft Teams, SLU loaner laptops, and they will also continue to be able to remote into their campus computers.

SLU strongly encourages everyone to wear a face mask at all times while on campus throughout the implementation of this Level II Reopening Plan. Employees, students, and guests are required to follow CUNY and SLU health screening protocols to access the campus, adhere to social distancing, and keep their areas cleaned.

Employees will be responsible to use disinfecting wipes at their work stations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

## **LEVEL III REOPENING PLAN: “Work as Usual”**

The Level III Plan is when the SLU campus returns to “work as usual,” with 100% capacity, and most or all in-person activities resume. In-person classes will be held on campus, SLU employees return to work on campus, and most or all activities/events are held on campus (see Appendix E, pgs. xxvii). Nonetheless, the cleaning and disinfecting steps articulated in the Level I Plan will continue being enforced to maintain the health and safety of the campus.

### **ACADEMIC AFFAIRS-LEVEL III**

Under the Level III Reopening Plan, the Academic Affairs unit will offer face-to-faces classes, and faculty and staff will return to working at the campus. Physical campus office hours will be established and physical meetings will take place.

## SCHOOL OF LABOR AND URBAN STUDIES: REOPENING PLAN: LEVEL II

Employees will be responsible to use disinfecting wipes at their workstations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

### STUDENT AFFAIRS- LEVEL III

In-person advising, and student services will resume and SA staff will return to work on campus. The SA personnel will provide in-person services, hold in-person meetings and communicate update to students.

Employees will be responsible to use disinfecting wipes at their workstations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

### ENROLLMENT MANAGEMENT- LEVEL III

#### **Enrollment**

Public events held on campus and remotely.

The Enrollment and Admissions unit will resume in-person business practices in place prior to School closure in March 2020. This includes the on-campus activities will resume including information session, application, and personal statement writing workshop, and open houses for prospective students. Application file process would resume to an in-office activity for mail collection and application document processing.

Employees will be responsible to use disinfecting wipes at their workstations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

#### **Bursar**

Bursar office staff will be onsite (business as usual) and staff and will notify students and staff. Onsite operations resume at the end of Level 2.

Employees will be responsible to use disinfecting wipes at their workstations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

#### **Registrar**

Registrar's office will return to business as usual and follow continued protocols to a safe return. The implementation of this will include face-to-face meetings and regular work schedules.

### ADMINISTRATIVE SERVICES- LEVEL III

#### **Facilities**

Facilities staff work on campus full-time.

The cleaning and disinfecting steps per CDC, NYS, and CUNY guidelines articulated in the Level I Plan will continue being enforced to maintain the health and safety of the campus. These include:

- Routine daytime and evening cleaning and disinfecting of the campus continues, especially of high touch areas continues.
- Hygiene signage will continue to be posted at the designated areas highlighted in the Level I Plan (see Appendix D, pg. xx).
- Routine start-of-term cleaning and disinfecting of the campus prior to the start of the term.

## SCHOOL OF LABOR AND URBAN STUDIES: REOPENING PLAN: LEVEL II

- Use of the [Daily Cleaning and Disinfecting Log](#), and the maintenance of the paper logs will continue.
- Upon reports of COVID-19 cases, the campus will resume the Level I or Level II Health and Safety and Social Distancing measures based on CUNY's recommendations. This includes resuming the COVID-19 Team roles, the Reporting Structures established in the Level I Plan, special cleaning and disinfecting of all affected areas will take place per NYS, CDC, and CUNY guidelines, the [Special Cleaning and Disinfecting when Someone is Sick Checklist](#) will be used, and the campus will use the Campus Reporting Structures to communicate with the SLU Community. The Coronavirus Coordinator will work with CUNY in determining the partial/full closing of the School and the campus will also use the color health monitors in communicating to the SLU community.
- Also the Coronavirus Coordinator will work with CUNY, Building management, and various vendors to ensure the campus maintains an adequate supply of PPEs (masks, gloves, gowns, hand sanitizers, disinfecting wipes, and disinfecting cleaning supplies) available for at least three months.
- The campus will also maintain first aid kits at the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor IT helpdesk, the 10<sup>th</sup> floor pantry in room 1005, and at the conference area in room 1008.
- The Coronavirus Coordinator will work with CUNY, Building Management, and Campus Facilities to ensure the campus is cleaned and disinfected daily and will proceed with special cleaning and disinfecting when possible COVID-19 cases are reported.

Reservations for meeting space or study space needs to be made to [RoomReservation@slu.cuny.edu](mailto:RoomReservation@slu.cuny.edu) at least two weeks in advance.

Employees will be responsible to use disinfecting wipes at their workstations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

The Custodial Asst. will monitor supplies on campus and report any shortages to the Facilities Manager at [Facilities@slu.cuny.edu](mailto:Facilities@slu.cuny.edu) and will also attend any necessary trainings relevant to the work and will continue to be up-to-date with information provided in CUNY's Coronavirus website.

### Information Technology

The IT staff will continue working on campus.

IT will continue being responsible to clean and disinfect borrowed/returned SLU technology equipment, student lab computers, and instructor computers in classrooms. They will wear PPEs when cleaning and disinfecting tech equipment.

Employees will be responsible to use disinfecting wipes at their workstations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

### Business Office

Business office staff return to work at the campus. All in-person activities resume on campus.

Employees will be responsible to use disinfecting wipes at their workstations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

### Communication

Communication office staff return to work at the campus. All in-person activities resume on campus.

## SCHOOL OF LABOR AND URBAN STUDIES: REOPENING PLAN: LEVEL II

Upon receipt of a possible COVID-19 case on campus, the Communications team will once again play a role in the Campus Reporting structure and communicate to the SLU community any updates as needed via email, Staff and Student Newsletter, CUNY Alert system, and website.

Employees will be responsible to use disinfecting wipes at their workstations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

### Human Resources

Human Resources staff return to work at the campus. All in-person activities resume on campus.

Employees will be responsible to use disinfecting wipes at their workstations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

## THE MURPHY INSTITUTE-WORKER EDUCATION- LEVEL III

The Murphy Institute Worker Education unit will hold classes and workshop in person, and their advising and support services will also be held in person. Worker Education staff will return to work at the campus. In person workshops, classes, and services will be offered and updates will be communicated to students and staff.

Employees will be responsible to use disinfecting wipes at their workstations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

## LEVEL I: REOPENING PLAN

The Level I Reopening Plan represents the work conducted by the Reopening Planning Committee and is an evolving process based on changing conditions. The Appendix at the end of this document presents the CDC, NY State, NY City, and CUNY guidelines, and other resources used in developing this Level I Reopening Plan.

The main principles for returning to campus are to:

1. Maintain adherence to CDC, NY State, and CUNY guidelines.
2. All SLU employees, students, and visitors/vendors are required to wear a face mask/face covering at all times, maintain social distancing of 6 feet at all times and complete pre and/or on-campus screening, in accordance with NYS guidelines and the Governor's Executive Order 202.17 issued May 28, 2020. SLU will provide face masks to all SLU employees as needed, in accordance with NYS guidelines.
3. Provide a healthy and safe work and learning environment.

SLU's Coronavirus Liaisons are Associate Deans Burt Sacks and Gladys Palma de Schrynemakers, and the Coronavirus Coordinators are Assoc. Dean Burt Sacks, Human Resource Manager John Conway, and Deputy to Assoc. Dean Sacks, Nelly Benavides, who will be responsible in responding to COVID-19 concerns. Jeff Rickman, IT Director, will serve as the onsite SLU Screener, and Ralph Tricoche and Nicholas Padilla, IT staff, will be back-up Screeners, all of whom have completed the screener training provided by CUNY. Screeners will receive adequate supply of PPEs to conducting the screening process of everyone accessing the campus. Their names and contact information is listed below in Table 1 and will be distributed to the entire SLU Community ([see Appendix A, Table 1, pg. vi](#)).

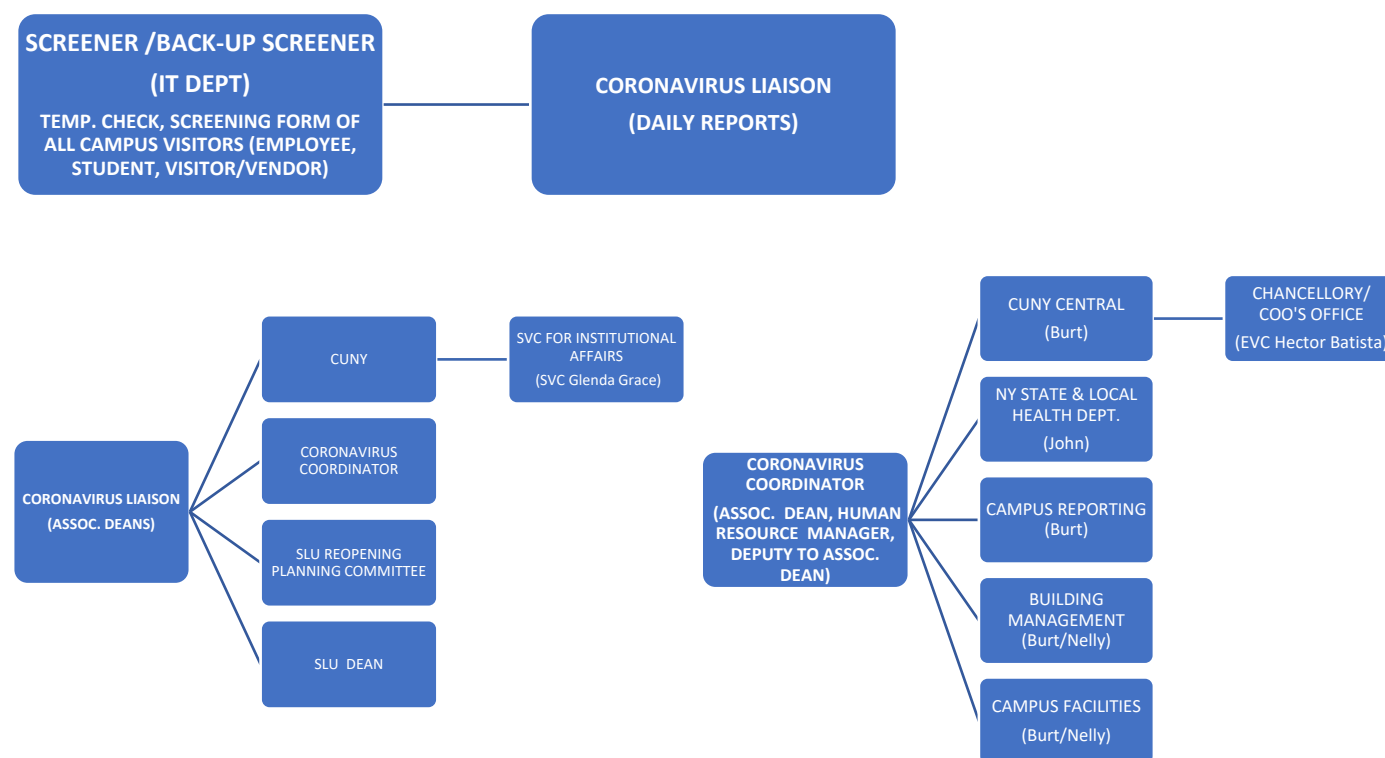
### **Table 1. Coronavirus Team Contact Information (updated):**

Roles	SLU Staff	Emails	Telephone
SCREENER	<ul style="list-style-type: none"> <li>Jeff Rickman, IT Director</li> <li>Ralph Tricoche, IT</li> <li>Nicholas Padilla, IT</li> <li>Additional Screeners and Back-up Screeners</li> </ul>	<a href="mailto:CoronavirusLiaison@slu.cuny.edu">CoronavirusLiaison@slu.cuny.edu</a>	646-313-8319
CORONAVIRUS LIAISON	<ul style="list-style-type: none"> <li>Burt Sacks, Assoc. Dean of Administration and Operations</li> <li>Gladys Palma de Schrynemakers, Assoc. Dean of Academic Affairs</li> </ul>	<a href="mailto:CoronavirusLiaison@slu.cuny.edu">CoronavirusLiaison@slu.cuny.edu</a>	646-313-8319
CORONAVIRUS COORDINATOR	<ul style="list-style-type: none"> <li>Burt Sacks, Assoc. Dean of Administration and Operations</li> <li>John Conway, Human Resource Manager</li> <li>Nelly Benavides, Deputy to Assoc. Dean Sacks</li> </ul>	<a href="mailto:CoronavirusCoordinator@slu.cuny.edu">CoronavirusCoordinator@slu.cuny.edu</a>	646-313-8319

The Coronavirus Team will work closely with CUNY to monitor campus activities, space capacity, as well as provide trainings for the SLU Community and relay needed information to CUNY, State and Local health departments, and the SLU Community. Below in Figure 1 are the Coronavirus Team's roles and reporting structure, which is in compliance with CUNY Guidelines:

**Figure 1. Coronavirus Team's Reporting Structure** (see Appendix A, Figure 1, pg. i):  
(Note: All data collected remains confidential and in compliance with HIPPA and FERPA.)

### Level I:



Under this Level I Reopening Plan, classes will be held through distance learning, and regularly scheduled in-person activities, appointments, and events will be conducted remotely. The School of Labor and Urban Studies will be open for essential staff and in-person technical support two to three times a week, depending on

the needs of the School community. Under Level I, the SLU campus will be utilizing less than 25% of the physical plan.

### **Campus and Building Protocols: Level I**

SLU has been working closely with CUNY's Environmental, Health and Safety team, and APF Building Management to ensure we adhere to NY State, NY City, and CUNY guidelines for the reopening of our vertical campus located in an office building ([see Appendix B, pg. xiv](#)).

Prior to the NY State Phase 2 reopening of office buildings, APF Building Management set-up hand sanitizing stations in the lobby area, recommended two people per elevator, placed 6ft. distancing floor guides throughout the building, created one entrance and one exit ways to better navigate the lobby traffic of people, installed barriers in front of the lobby security desk, and they continue to require all guests entering the building to wear a face mask/face covering at all times ([see Appendix D, pgs. xxvi](#)).

Therefore, once on-site, all CUNY employees, students, and visitors/vendors must use a face mask or face covering to access the building. Everyone is to use the main entrance on the 43<sup>rd</sup> Street side of the building (25 West 43<sup>rd</sup> Street) and exit through the 44<sup>th</sup> Street side of the building (28 West 43<sup>rd</sup> Street). While inside the SLU campus, everyone will need to wear a face mask or face covering and adhere to 6 ft. social distancing.

SLU also continues to work with building security to maintain the safety of our spaces from 8am to 9pm on days we are open and 12-5pm on the business days the campus will work remotely. The Building Superintendent will continue to monitor the temperature of our server closets and floors on a daily basis, and CUNY SLU will continue to provide our essential staff, Information Technology staff and Custodial Assistant, with the necessary PPE supplies of gloves, hand sanitizers, and face masks as needed. Additional supplies of face masks and gloves will be made available at the IT helpdesk on the 18<sup>th</sup> floor to CUNY employees and students visiting the campus.

SLU has been working with Grainger, Proft.ech, and CUNY in acquiring adequate supply of PPEs. SLU will continue working with various vendors, including Building Management vendors, to ensure the campus maintains its three month supply of PPEs (masks, gloves, gowns, disinfecting wipes, hand sanitizers) throughout this pandemic.

As campus employees continue working remotely and classes follow a distance learning model, SLU will also continue maintaining restricted access to the campus and follow NY State and CUNY guidelines.

## **HEALTH AND SAFETY: RISK PREVENTION AND CONTROL-LEVEL I**

COVID-19 continues to be a highly contagious virus and SLU is taking the necessary steps to reduce the risk of exposure and maintain a healthy and safe work and learning environment. Below the Committee has highlighted the areas that will assist in this reopening phase, which include personal responsibility, how the School is maintaining the health and safety of the campus, how to be prepared prior to coming to work, and the action items that need to take place if a positive case is reported.

### **Personal Responsibility and Hygiene: Level I**

SLU employees, students, and campus visitors are required to wear a face mask or face covering at all times, and practice strict 20 second hand washing routine and personal hygiene—covering your nose and mouth when



coughing/sneezing. SLU employees are required to view the “Return to Work” video posted on Blackboard, and encouraged to view the [CDC video](#) on how to wash your hands prior to visiting the campus ([see Appendix A, Figures 1-6, pgs. i-v](#)). Per CUNY guidelines, CUNY SLU employees and students are encouraged to also use [CUNY test sites](#).

SLU employees, students, and campus visitors/vendors are required to wear a face mask/face covering at all times, comply with CUNY protocols, and complete a [Screening form](#) on the day of their visit to the campus. SLU will provide necessary PPE supplies of gloves, hand sanitizers, and face masks to employees working onsite. If essential staff scheduled to work at the campus are at high risk because of their health, SLU will follow [CUNY guidelines](#) and remote work plans will be established and approved by their Supervisor and the Associate Deans ([see Appendix B, pg. xv, pdf pg. 31-33](#)).

Employees are required to report to their supervisor if they feel sick, have any symptoms described by the CDC as COVID-19 related, have traveled, and if they have been exposed to COVID-19 positive individuals within the last 14 days. Supervisors will report this information to the Coronavirus Liaison and will work closely with the Coronavirus Team to take the necessary steps to ensure the health and safety of everyone on campus (see Reporting Structures while on and off campus ([see Appendix A, Figures 1-4, pgs. i-iv](#))).

All SLU employees are also asked to keep their work areas clean and cleared. Disinfecting wipes are available for employees to use in their workstations and are located in the pantry areas of each floor. This will assist evening cleaning staff to be able to disinfect work areas.

SLU employees, students, and visitors/vendors are also required to dispose of used face masks and gloves in trash bins that have trash bags in them.

Additional supplies of face masks and gloves will be made available to employees and students at the IT helpdesk on the 18<sup>th</sup> floor.

### **CUNY’s COVID-19 Student Conduct Protocol**

The City University of New York takes the well-being and safety of our students, faculty and staff very seriously. During the pandemic, we all have an obligation to behave in a responsible manner per the guidance approved in your campus’ re-opening plan to prevent the spread of the coronavirus. Responsible behavior extends to your off-campus and personal lives, which can affect your ability to transmit the virus on campus, including at a minimum:

- always wearing a face mask when on campus and when gathering with other individuals
- maintaining physical distance of at least six feet on campus and when gathering with individuals outside the classrooms and other areas
- limiting the size of on campus gatherings;
- minimizing and limiting the size of events gatherings with other students (*all events at SLU will be held remotely under this Level 1 Reopening Plan*)

Article XV of the CUNY bylaws requires that each student obey policies, regulations, and orders of the University/College. Students are reminded that the Rules and Regulations for the Maintenance of Public order pursuant to article 129a of the education law (“Henderson Rules”) prohibits:

- behaviors that recklessly or intentionally endangers the health of others
- behavior that interferes with the institution’s educational processes
- failure to comply with the direction of a University official

The University is committed to adhering fully to current and future directives about social encounters from the federal, state and local public health officials. Any student found in violation of these directives may be subject to discipline under article XV of the CUNY bylaws.

### **Maintaining a Healthy and Safe Environment: Level I**

SLU's goal is to maintain a healthy and safe work and learning environment for our SLU Community. We have worked diligently in researching the best options for our space, while also developing a budget and adhering to federal, state, and CUNY guidelines ([see Appendix D, pg. xvi](#)).

#### **Protecting our SLU Community**

To protect our SLU Community, SLU has placed hand sanitizers and disinfecting wipes at the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor IT helpdesk, 10<sup>th</sup> floor pantry area, and placed disinfecting wipes inside offices and pantry areas. We are also adding wall mounted hand sanitizers by the main entrances to the floors, classrooms, large offices, and common areas ([see Appendix D, pgs. xxvi-xxviii](#)).

SLU restrooms are equipped with soap, water, and paper towels. Prior to COVID-19, Building Management also installed “touchless” toilets, faucets, and driers. We have also posted CDC and NY State signage inside the restrooms instructing everyone on how to wash their hands, cover while coughing/sneezing, and maintain a safe distance ([see Appendix D, pgs. xxvi-xxviii](#)).

SLU is installing polycarbonate material sneeze guards, which are in compliance with FDNY standards at the 18<sup>th</sup> floor IT helpdesk, the 19<sup>th</sup> floor reception desk, and the 19<sup>th</sup> floor student computer lab ([see Appendix B, pgs. xvi](#)).

SLU also has first-aid kits at the 19<sup>th</sup> floor reception area, 18<sup>th</sup> floor IT helpdesk, and 10<sup>th</sup> floor rooms 1005 and 1008.

#### **Cleaning and Disinfecting: Level I**

Our custodial staff bring a wealth of experience and have already attended a COVID-19 training session offered by the PSC. We have required our staff to also attend additional trainings as they become available and follow the NYS Department of Health's *Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19* and [CUNY Guidelines](#). In addition, we have also developed a [Daily Cleaning and Disinfecting Log](#) to help keep classrooms, restrooms, pantry areas, open areas, and high-touch/high risk surfaces clean and disinfected, while we continue acquiring disinfecting cleaning supplies for our campus (see Appendix item C, pg. xviii). Paper logs will also be stationed and maintained in various areas—pantries, restrooms, classrooms, and offices (see Appendix B, pg. ix). Being that we occupy spaces on three floors, SLU is also looking into hiring an additional custodial person to assist with the cleaning of restrooms and other common areas.

The daily cleaning and disinfecting of the campus will entail three steps, per CUNY, NY State and CDC guidelines, which have been highlighted in the [Daily Cleaning and Disinfecting Log](#):

1. Cleaning of surface areas using soap and water/ cleaning solutions
2. Disinfecting of high risk/high-touch surfaces using disinfecting cleaning solutions
3. Disposal of used PPEs and removal of trash

In addition, if someone visiting the campus who showed no signs of illness upon arrival, and later reported feeling sick, a special cleaning and disinfecting will take place in the affected area and the [Special Cleaning and Disinfecting When Someone is Sick](#) form will also be filled out by the custodial staff ([see Figure 5. Cleaning](#)

and Disinfecting Reporting structure on page 13; Appendix A, Figure 5, pg. v). Per CUNY, CDC, and NY State guidelines, prior to performing a special cleaning and disinfecting of the campus, the affected areas will be:

1. Closed off of areas sick person used or visited
2. Windows and doors leading to outside will be open to increase circulation in the area
3. Wait 24 hours before cleaning and disinfecting affected area

The day of the special cleaning and disinfecting, our custodial staff will:

1. Wear disposable gloves, gown, and face mask
2. Leave cleaning and disinfecting solution on surfaces touched by sick person for at least 1 minute
3. Clean all areas used by the person who reported being sick
4. Disinfect all areas used by the person who reported being sick
5. Dispose of used PPEs and all trash, and place trash in the basement

The Coronavirus Coordinator will also follow the reporting structure and work with CUNY and Building Management to review the situation and if needed, bring in a separate cleaning company to the campus to address the cleaning and disinfecting needs of the campus. At the same time, routine cleaning and disinfecting of other areas that were not visited by the sick person will continue and once the affected area is deemed safe to reopen, routine cleaning and disinfecting of the entire campus will resume.

Evening custodial services continue being offered by Building Management per our lease agreement, and they have also ensured cleaning staff only use disinfecting cleaning supplies.

Our IT team is also responsible in cleaning and disinfecting the IT equipment that is borrowed and returned, IT equipment located in the student computer lab, and the IT equipment in the computer classrooms (1804, 1923). Any IT equipment that is returned will be thoroughly disinfected prior to being lent out again.

We also supply disinfecting wipes for staff to use for their individual desktops and phones, and adequate supply of PPEs (masks, gloves, gowns, disinfecting wipes, hand sanitizers) are continuously purchased to ensure our campus has supplies for at least three months. Our Custodial Assistant will monitor our supplies and report to our Facilities Manager when supplies need to be ordered via email at [Facilities@slu.cuny.edu](mailto:Facilities@slu.cuny.edu).

#### HVAC/Air cooling and Water cooler filters: Level I

Building Management has maintained the building's HVAC system, replaced all filters with MERV 13 rated filters, coils have been disinfected, and operating schedules have been adjusted to begin earlier and for extended hours ([see Appendix B, pgs. xvii](#)).

Building Management has continued exercising the building's water system daily, tested the water by the Department of Health, and water tanks were inspected, cleaned and disinfected ([see Appendix B, pgs. xvii](#)).

Burt and Nelly will be meeting with Building Management staff on a weekly basis to review the measures the building is taking and resolve any issues that the campus community may encounter.

SLU is also replacing all the water cooler filters on our floors, and CUNY has completed the installation of HVAC units in our server rooms.

#### Common areas: Social Distancing (elevators, hallway, pantry areas, classrooms): Level I

Elevators currently have social distancing signs, and inside SLU common areas such as the hallways, lobby, pantry areas, and restrooms all have signage expressing the importance of personal hygiene ([see Appendix D, pgs. xxvi](#)). Hallways will also have free standing retractable belt barriers to assist with the flow of incoming and outgoing personnel.

Common areas at SLU are also equipped with hand sanitizers, disinfecting wipes, and paper towels. We will also have floor markings to promote 6ft. distancing within the common areas. Waiting areas will be indicated by the 19<sup>th</sup> floor reception desk and the 18<sup>th</sup> floor IT helpdesk areas ([see Appendix D, pgs. xxvi](#)).

Designated classrooms will be used during the daytime by staff whose workstations are located in open areas or large rooms that occupy more than two people. Seats within each classroom will be taped off every 6 ft. to ensure adherence to social distancing. All SLU employees will need to reserve a meeting space by emailing [roomreservation@slu.cuny.edu](mailto:roomreservation@slu.cuny.edu). The room reservation team will ensure the classroom capacity remains lower than 25%.

### **Preparedness: Level I**

The SLU Community is encouraged to read the latest COVID-19 related updates from the [Center for Disease Control and Prevention](#), the [NY State](#), and [CUNY's COVID-19](#) websites. The CDC has also posted educational videos on [washing your hands](#), and provides information on [keeping yourself healthy](#). Throughout the SLU campus, we have also posted informational signage on how to wash your hands, maintain social distancing, and how to wear face masks or face coverings ([see Appendix D, pgs. xxvi--xviii](#)).

#### **Reporting prior to arrival (Screening)**

Faculty and staff wishing to gain access to their offices during the days SLU is open will need to:

- Email the Associate Dean of Administration and Operations, Burt Sacks and his Deputy, Nelly Benavides at least a week in advance ([Burt.Sacks@cuny.edu](mailto:Burt.Sacks@cuny.edu); [Nelly.Benavides@slu.cuny.edu](mailto:Nelly.Benavides@slu.cuny.edu)) (Essential staff will need to include their two-week work schedules in advance in their email request)
- Complete the “Return to Work” video currently available on Blackboard. The video will only need to be completed once, but must be completed prior to a planned visit.
- Comply with CUNY directives.
- Submit a [Screening form](#) upon arrival.

The Associate Dean or his Deputy will email a confirmation granting access to the campus once all steps have been reviewed and confirmed ([see Figure 2 below, Appendix A, pg. ii](#)).

SLU employees and students in need of in-person technical support, returning/borrowing a laptop will need to:

- Schedule an appointment with the IT Department via email at [ITHelpDesk@slu.cuny.edu](mailto:ITHelpDesk@slu.cuny.edu)
- Complete the “Return to Work” video currently available on Blackboard. The video will only need to be completed once, but must be completed prior to a planned visit
- Wait until they receive an email from IT confirming their scheduled visit
- Comply with CUNY protocols
- Submit a [Screening form](#) upon arrival

The IT Department will notify the Associate Dean or his Deputy prior to confirming the visit with the employee/student.

As mentioned, the “Return to Work” video will only need to be completed once, however, an email to the IT helpdesk, comply with CUNY protocols, and the [Screening form](#) need to be completed every time of a scheduled appointment is made and confirmed (see Figure 2 below).

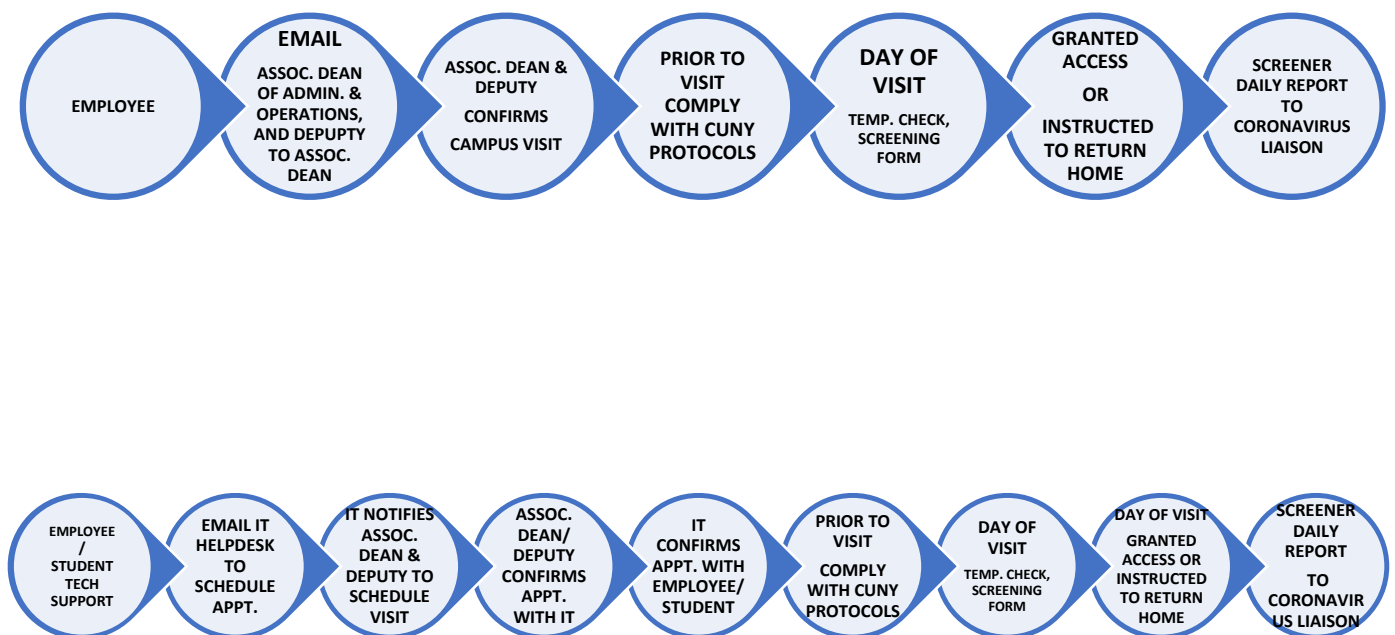
Non-CUNY personnel/vendors are required to:

- Email the Associate Dean of Administration and Operations, Burt Sacks and his Deputy, Nelly Benavides at least a week in advance ([Burt.Sacks@cuny.edu](mailto:Burt.Sacks@cuny.edu); [Nelly.Benavides@slu.cuny.edu](mailto:Nelly.Benavides@slu.cuny.edu))
- Submit a [Screening form](#) the day of their scheduled visit.

Upon arrival, the SLU Screener, Jeff Rickman, IT Director, will be checking SLU employees, students, and visitors' temperature. Should the temperature reading be greater than or equal to 100 degrees Fahrenheit, our Screener will complete the [Screening form](#) for the employee/student/visitor and follow protocol by instructing person being screened to return home.

Below is the reporting process for individuals reporting to the campus ([see Appendix A, Figure 2, pg. ii](#)):

**Figure 2. Reporting to Campus- Level I:**



CUNY SLU employees are required to report to their Supervisor if they feel sick, have any symptoms described by the CDC as COVID-19 related, have traveled, and if they have been exposed to COVID-19 positive individuals within the last 14 days prior to their visit. Supervisors will report this to the Coronavirus Liaison via email at [CoronavirusLiaison@slu.cuny.edu](mailto:CoronavirusLiaison@slu.cuny.edu). The Coronavirus Liaison will report this to the Coronavirus Coordinator at [CoronavirusCoordinator@slu.cuny.edu](mailto:CoronavirusCoordinator@slu.cuny.edu), who will proceed with the reporting structure.

SLU employees who are sick are encouraged to use their sick time and stay at home.

If essential staff scheduled to work at the campus are at high risk because of their health, SLU will follow [CUNY guidelines](#) and a remote work plan will be established and approved by their Supervisor and the Associate Deans ([see Appendix A, Figure 1, pg. i, pdf pg. 31-33](#)).

#### Emergency procedures if showing symptoms at work (Isolation)

SLU employees who are sick are encouraged to use their sick time and stay at home.



If employees show no signs of sickness upon arrival to the campus, but later reports they feel sick, they need to immediately report this to their Supervisor and leave the campus. Supervisors will immediately inform the Coronavirus Liaison via email at [CoronavirusLiaison@slu.cuny.edu](mailto:CoronavirusLiaison@slu.cuny.edu). If the sick employee is unable to immediately leave the campus, they will be notified via email to move to an isolation room until they are able to leave the premises. In the meantime, the Coronavirus Liaison will report to the Coronavirus Coordinator at [CoronavirusCoordinator@slu.cuny.edu](mailto:CoronavirusCoordinator@slu.cuny.edu) and follows the reporting structure as stated in CUNY's Guidelines for a Safe Campus Reopening (see Appendix A, Figure 2, pg ii). The Coronavirus Coordinator meanwhile, will assist the individual with making transportation plans to either a hospital or their home, contact their personal contact to inform them of the situation, per the person's request, and partner with NYS Contact Tracing Program. Sick individual will also be provided with COVID-19 testing site information, encouraged to see their doctor, and quarantine per NYS and CUNY guidelines, and their doctor's instructions. The Coronavirus Coordinator will also work with Building Management and SLU Facilities to ensure the campus is cleaned and disinfected per NYS, CDC, and CUNY guidelines.

SLU has identified classrooms on the 18<sup>th</sup> floor (18A), and 19<sup>th</sup> floor (19A) as 'isolation rooms' where the 'at risk/exposed' employee, student, or guest can rest prior to leaving the campus. Employees, students, or visitors to the 10<sup>th</sup> floor rooms who feel sick and cannot leave the campus immediately will remain in the room they occupy until they are able to leave the campus.

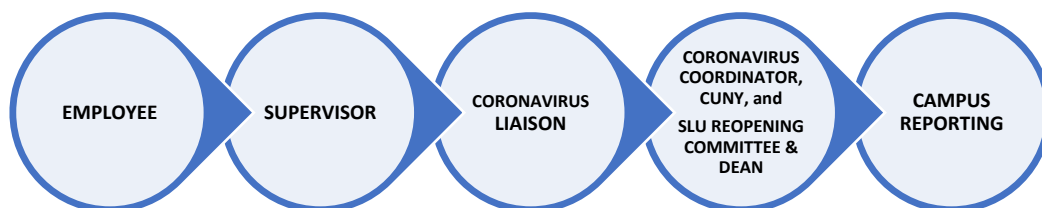
Employees are also required to report to their Supervisor if they have any symptoms described by the CDC as COVID-19 related, have traveled in the last 14 days, if they feel sick after visiting the campus, if they have been diagnosed as having COVID-19, and/or if they have been exposed to COVID-19 positive individuals within the last 14 days. Supervisors will report this to the Coronavirus Liaison via email at [CoronavirusLiaison@slu.cuny.edu](mailto:CoronavirusLiaison@slu.cuny.edu). The Coronavirus Liaison will report this to the Coronavirus Coordinator, who will proceed with the reporting structure.

If essential staff scheduled to work at the campus are at high risk because of their health, SLU will follow [CUNY guidelines](#) and a remote work plan will be established and approved by their Supervisor and the Associate Deans (see Appendix A, Figure 3 and 4 pgs. iii-iv; [CUNY guidelines pdf pg. 31-33](#)).

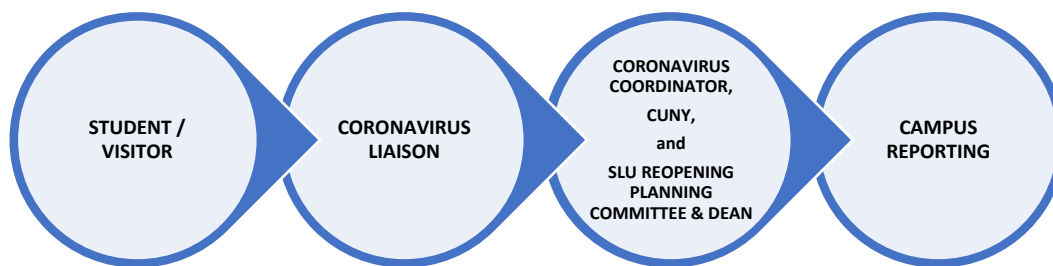
Below are the Reporting Structures for possible COVID-19 related cases while on and off campus:

**Figure 3. Reporting a Case While On Campus:**

Person showed no signs upon entering the campus and began feeling sick while on campus:

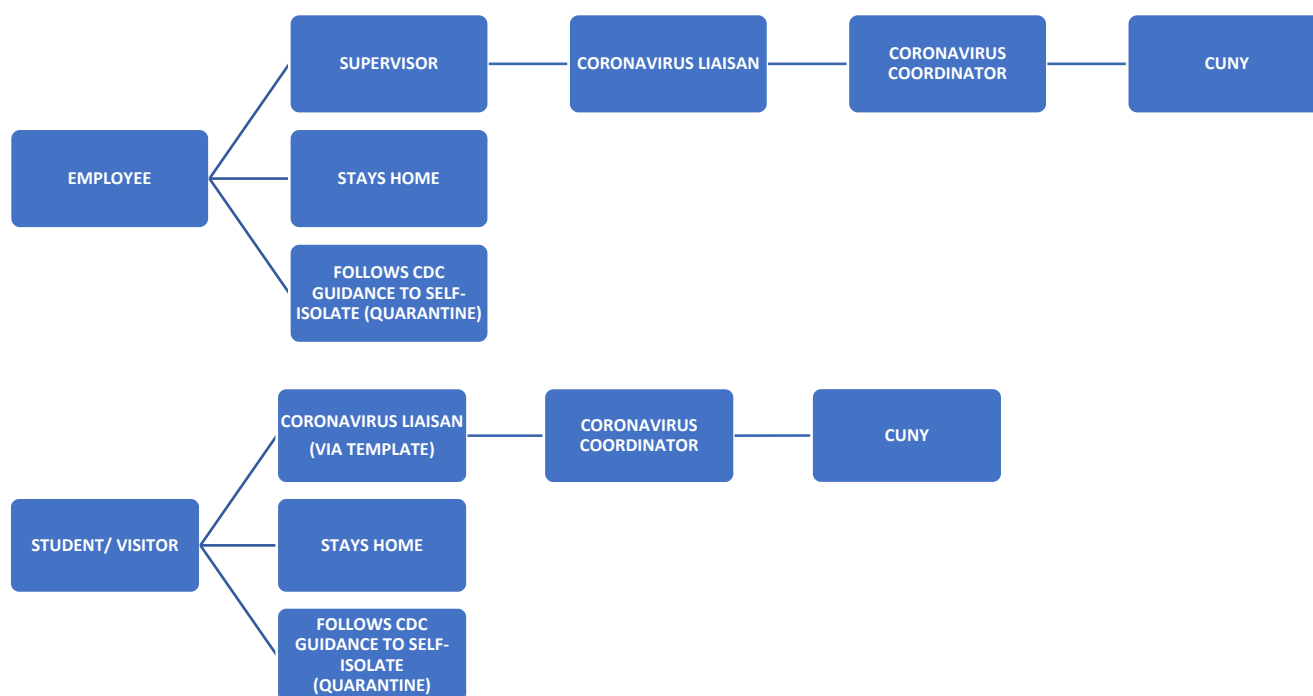






**Figure 4. Reporting a Case While Off Campus:**

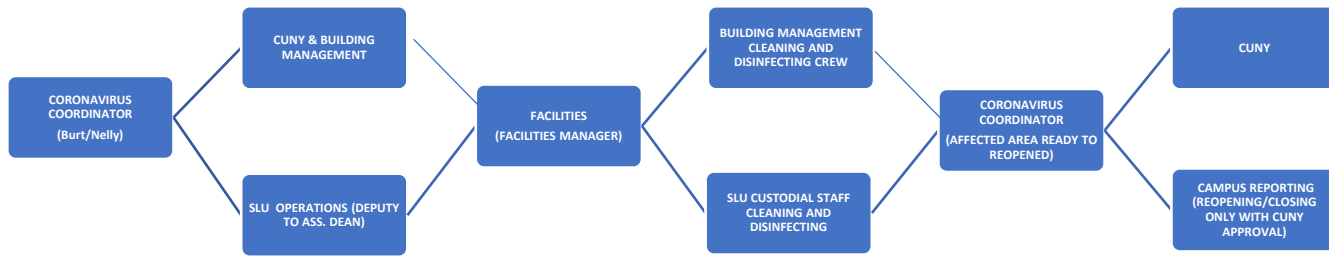
Diagnosed with COVID-19/has been sick because of COVID-19/ Travelled within last 14 days/ Exposed to possible COVID-19 case(s):



In the case that someone reports being sick on campus or off campus, the Coronavirus Coordinator will follow the Reporting Structures and ensure the campus receives special cleaning and disinfecting, as indicated above.

Below is the cleaning reporting structure ([see Appendix A, Figure 5, pg v](#)):

**Figure 5. Cleaning and Disinfecting Reporting**



### Communication & Process: Level I

SLU's Level I Reopening Plan will be communicated to the SLU Community via email, through the Staff and Student Newsletters, CUNY Alert system, and we will post necessary information on our Website. SLU visitors will also be informed via email of the protocols and guidelines prior to their visit ([see Figure 6 below, Appendix A, Figure 6, pg. v](#)).

#### Reporting to SLU Community (Supervisor, School Closing)

SLU will follow [CUNY guidelines](#) in the event that the SLU campus will need to partially or fully close because of any COVID-19 related concerns ([see Appendix A, Table 1 and 2, pg. vi, pdf pg. 35](#)).

The Coronavirus Team will be monitoring the health and safety of the campus on a daily basis and has designated the 18<sup>th</sup> floor classroom 18A, and the 19<sup>th</sup> floor classroom 19B as 'isolation rooms.' Employees, students, or visitors to the 10<sup>th</sup> floor rooms who feel sick and cannot leave the campus immediately will remain in the room they occupy until they are able to leave the campus. In the event of a worst-case scenario occurring on campus, the Coronavirus Liaison and Coronavirus Coordinator will work with CUNY's Chancellery/COO's Office, local/state officials and health authorities to determine the next steps.

To better monitor the health and safety of the campus, we will be using the following color health monitors in the event that the campus would need to partially or fully close as early warning signs of possible COVID-19 cases are reported ([see Figure 7 below, Appendix A, Figure 7, pg. v](#)):

- Green- campus is open; campus does not exhibit any health/safety risks
- Yellow-partially closing a floor/areas; following [CUNY guidelines](#) ([see Appendix B, pg. ix, pdf pgs. 15-19](#))
- Red-closing of the campus; following [CUNY guidelines](#) ([see Appendix B, pg. ix, pdf pgs. 15-19](#))

Per CUNY guidelines, Table 2 below lists the triggers that would cause partial or full campus closures, which include:

- **Partial Closure:** Visiting employee/ student/ visitor did not exhibit sickness upon arrival but reports to Coronavirus Liaison they now feel sick; Visiting employee/ student/ visitor does not exhibit any symptoms on campus, but began feeling sick upon their return home (within 14 days); Visiting employee/ student/ visitor tests positive for COVID-19
- **Partial Closure:** Chancellery/COO's Office and Reopening Planning Committee monitor range of internal and external criteria: Federal, NYS, NYC regulatory guidelines and mandates ensure

prevalence of disease is low enough and measures have been met to resume operations safely in area, except for affected area(s) on campus

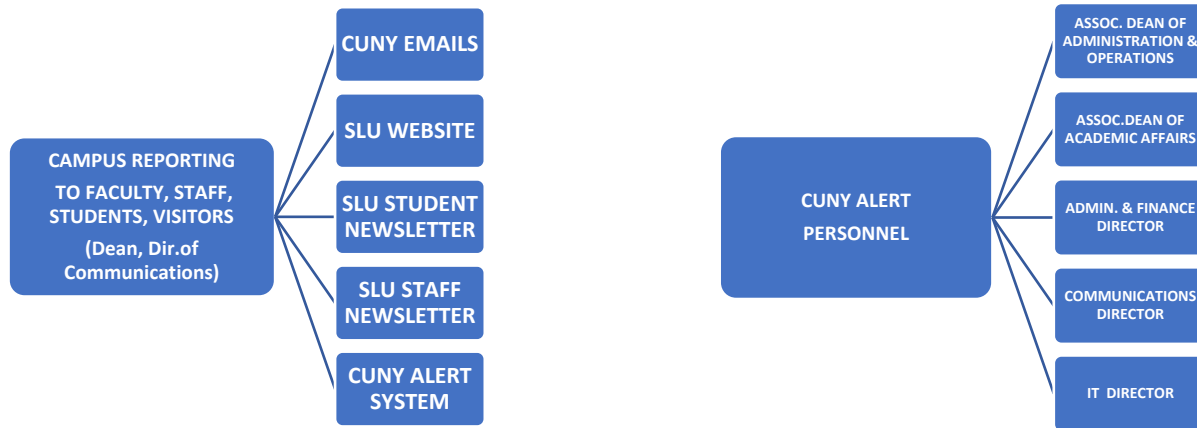
- Full Closure: Chancellery/COO's Office and Reopening Planning Committee monitor range of internal and external criteria: Federal, NYS, NYC regulatory guidelines and mandates ensure prevalence of disease is high and measures have not been met to resume operations safely in area

SLU Coronavirus Coordinator will work with CUNY, state and local health departments, Building Management, and Campus Facilities and follow CUNY guidelines and consultations prior to a partial closing or full closing of the campus.

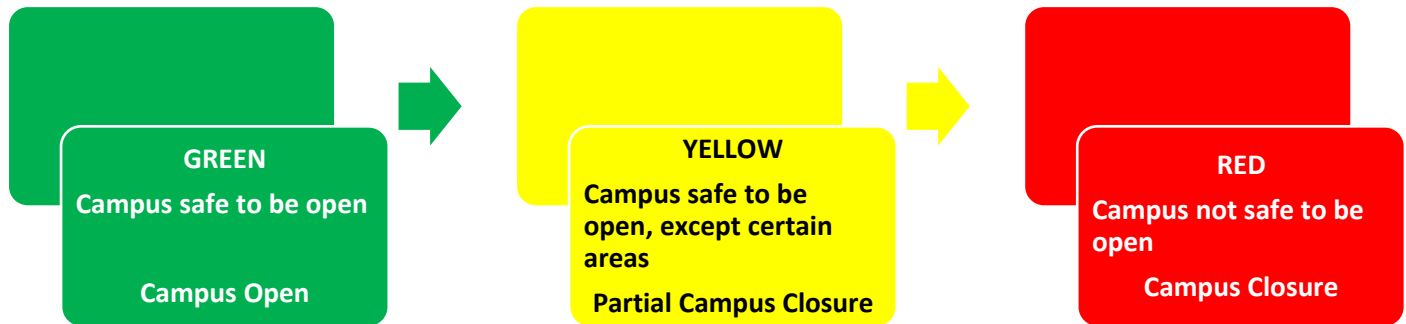
Communication of these color health monitors will be communicating to the SLU Community through SLU emails, Staff and Student Newsletters, the CUNY Alert system, and relevant information will be posted on the website.

Below are the communication Reporting Structures, the color health monitors, and the triggers for the color health monitors ([see Appendix A, Figures 6, 7, Tables 1 and 2, pgs. v-vii](#)):

**Figure 6. Reporting to SLU Community**



**Figure 7. Campus Health Color Monitors:**



**Table 2. Color Health Monitor Triggers (updated):**

CAMPUS HEALTH COLOR CODE	TRIGGERS	ACTION PLAN
GREEN	<ul style="list-style-type: none"> <li>No reports of COVID-19 related cases</li> <li>Affected area(s) cleaned and disinfecting is safe to reopen</li> <li>Chancellery/COO's Office and Reopening Planning Committee monitor range of internal and external criteria: Federal, NYS, NYC regulatory guidelines and mandates ensure prevalence of disease is low enough and measures have been met to resume operations safely in area</li> <li>Internal Monitoring Criteria: spread of infection on campus, status of resources and infrastructure to combat contagion on campus</li> <li>External Monitoring Criteria: Federal, NYS, and NYC 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, compliance of greater public with COVID-19 protocols, reclosing status of neighboring universities</li> <li>In-person learning (within allowed capacity limits) will occur if the area has fewer than 50 new weekly cases per 100,000 people and a seven-day positivity rate of less than 8%</li> </ul>	<ul style="list-style-type: none"> <li>SLU Campus Reporting activated</li> <li>Campus Open/Reopen</li> <li>Routine Cleaning and Disinfecting</li> <li>Color set to Green on website</li> </ul>
YELLOW (updated)	<ul style="list-style-type: none"> <li><u>On Campus:</u> Visiting employee/ student/ visitor did not exhibit sickness upon arrival but reports to Coronavirus Liaison they now feel sick</li> <li><u>After visiting the campus:</u> Visiting employee/ student/ visitor does not exhibit any symptoms on campus, but began feeling sick upon their return home (within 14 days)</li> <li><u>After visiting the campus:</u> Visiting employee/ student/ visitor tests positive for COVID-19</li> <li>Chancellery/COO's Office and Reopening Planning Committee monitor range of internal and external criteria: Federal, NYS, NYC regulatory guidelines and mandates ensure prevalence of disease is low enough and measures have been met to resume</li> </ul>	<ul style="list-style-type: none"> <li>Coronavirus Liaison reports to Coronavirus Coordinator, who proceeds with Reporting process</li> <li>SLU Campus Reporting activated</li> <li><u>On Campus:</u> sick person asked to return home via email and see their doctor, if they are unable to return home immediately, notified via email to move to an isolation room (18<sup>th</sup> floor 18A, 19<sup>th</sup> floor 19A, or 10<sup>th</sup> floor remains at their desk) until they can leave (assistance provided with travel arrangements)</li> <li><u>Partial Closure:</u> Areas sick person visited are Closed Off</li> <li><u>Partial Closure:</u> Staff working in area of sick person are sent home, told to visit their doctor, monitor their health, quarantine if needed, and work remotely</li> <li><u>On Campus:</u> Special cleaning and disinfecting of affected areas</li> </ul>

	<p>operations safely in area, except for affected area(s) on campus</p> <ul style="list-style-type: none"> <li>• <b>Internal Monitoring Criteria:</b> spread of infection on campus, status of resources and infrastructure to combat contagion on campus</li> <li>• <b>External Monitoring Criteria:</b> Federal, NYS, and NYC 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, compliance of greater public with COVID-19 protocols, reclosing status of neighboring universities</li> <li>• (NEW) Whenever the lesser of 100 individuals or 5% of the total on-campus population test positive for COVID-19 within a rolling 14-day period;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>On Campus:</b> Routine cleaning and disinfecting of non-affected areas continues</li> <li>• Color changes to Yellow on website (with partial closing specifications)</li> <li>• (New) transition all in-person learning to remote format(s) and limit on-campus activities for a period of 14 days.</li> <li>• (New) provided campus tests an average of at least 25% of its total on-campus population for COVID-19 each week as part of an ongoing policy of surveillance testing 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 population test positive using a 14-day rolling average</li> </ul> <p><b><u>Reopening Affected Area:</u></b></p> <ul style="list-style-type: none"> <li>• Once space is deemed <u>safe to return</u>, Coronavirus Coordinator proceeds with Campus Reporting process and Color changed back to Green on website</li> </ul>
RED (updated)	<ul style="list-style-type: none"> <li>• Chancellery/COO's Office and Reopening Planning Committee monitor range of internal and external criteria: Federal, NYS, NYC regulatory guidelines and mandates ensure prevalence of disease is high and measures have <u>not</u> been met to resume operations safely in area; Campus closed</li> <li>• <b>Internal Monitoring Criteria:</b> spread of infection on campus, status of resources and infrastructure to combat contagion on campus</li> <li>• <b>External Monitoring Criteria:</b> Federal, NYS, and NYC 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, compliance of greater public with COVID-19 protocols, reclosing status of neighboring universities</li> <li>• (NEW) Whenever the lesser of 100 individuals or 5% of the total on-campus population test positive for COVID-19 within a rolling 14-day period;</li> </ul>	<ul style="list-style-type: none"> <li>• <b>SLU Campus Reporting</b> activated</li> <li>• <b>Full Campus Closure:</b> Campus is closed</li> <li>• <b>Full Campus Closure:</b> Everyone at SLU is sent home</li> <li>• <b>Full Campus Closure:</b> Staff working on campus are told to visit their doctor, monitor their health, quarantine if needed, and work remotely</li> <li>• <b>Full Campus Closure:</b> Employees work remotely until further notice</li> <li>• All in-person support set to remote schedules</li> <li>• Special cleaning and disinfecting of campus</li> <li>• Color changes to Red on website</li> <li>• (New) transition all in-person learning to remote format(s) and limit on-campus activities for a period of 14 days.</li> <li>• (New) provided campus tests an average of at least 25% of its total on-campus population for COVID-19 each week as part of an ongoing policy of surveillance testing 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 population test positive using a 14-day rolling average</li> </ul>

		<p><b><u>Reopening Campus:</u></b></p> <ul style="list-style-type: none"> <li>• Once campus is deemed <b>safe to return</b>, Coronavirus Coordinator proceeds with Campus Reporting process and Color changed back to Green on website</li> </ul>
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### Screening and Contact Tracing-Level I

All SLU employees, students, and vendors are required to wear a face mask/face covering when on campus, comply with CUNY protocols prior to their scheduled visit and complete the [Screening form](#) upon arrival to SLU. Upon arrival, employee, student, and visitors' temperature will be checked by our Screener and based on the temperature reading, an employee/student/guest will be let inside the campus or told to return home (when temperature reading is above or equal to 100 degrees Fahrenheit). Employees are also asked to keep a record of their whereabouts to assist with contact tracing.

SLU employees are required to report any COVID-19 health concerns to their Supervisor. Supervisors will inform the Coronavirus Liaison, who in turn will ensure the CUNY and the Coronavirus Coordinator are informed of the situation. The Coronavirus Team will work with CUNY's Chancellery/COO's Office, local/state officials and health authorities, and the SLU Reopening Planning Committee to determine the next steps and ensure the health and safety of the School. SLU will also partner with NYC Contact Tracing Program and a public health worker will check in on the sick person, and follow the [CDC steps of Contact Tracing](#). As mentioned on the [CDC's](#) website, the contact tracing will include:

- Interview people with COVID-19 to identify everyone they had close contact with during the time they may have been infectious
- Notify contact of potential exposure
- Referring contacts to testing, [NY City's COVID-19 testing centers](#)
- Monitoring contact for signs and symptoms of COVID-19
- Self-Quarantine: Connecting contact with services they might need during the self-quarantine period.

While working with the NYC Contact Tracing Program, Coronavirus Coordinator will also use the [Report of Sickness on Campus Contact Tracking Survey](#) form.

Possible [symptoms of COVID-19](#) include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting



- Diarrhea

Should the campus need to change the color health monitors at this time, relevant information will be communicated to the SLU Community via email, via the Staff and Student Newsletters, and posted on the website. The SLU Coronavirus team will also work with Building Management to ensure the space is cleaned and disinfected.

### Cleaning and Disinfection of Spaces: Level I

SLU will follow the same cleaning and disinfecting protocols established in this Level I Reopening Plan and spaces (classrooms, restrooms, pantry areas, lobby/open areas, hallways) will continue to be cleaned and disinfected on a daily basis per NY State, CUNY, and [CDC guidelines on cleaning and disinfecting](#). During the daytime hours the campus will be cleaned by our custodial staff, and in the evening by Building Management cleaning staff. Cleaning and disinfection of high-touch/ high risk surfaces will be performed routinely throughout the day, and the [Daily Cleaning and Disinfecting Log](#) will continue to be used and the Paper Logs on campus will continue to be maintained and updated ([see Appendix B, pg. xiv](#)).

If a positive COVI-19 case is reported on campus, the Coronavirus Coordinator will follow the reporting structure per CUNY guidelines, and will work with CUNY, Building Management, and campus Facilities to ensure the affected areas or floors are thoroughly cleaned and disinfected. If the cleaning and disinfecting of our space takes a longer period of time than anticipated, the Coronavirus Team will work with CUNY in determining if the School will be closed and for how long this will take place. At this time, custodial staff will also complete the [Special Cleaning and Disinfecting Checklist](#) to ensure proper protocols were followed.

Upon receipt of any cases, the Coronavirus Coordinator will ensure the campus staff leave the premises of the affected area, the space is closed off, and the special cleaning and disinfecting measures go into effect. The Coronavirus Coordinator will also ensure the Campus Reporting team notifies the SLU Community of the actions taking place on campus. Campus closing communication will be sent via CUNY email, Staff and Student Newsletters, the CUNY Alert system, and relevant information will be posted on our website.

If the entire campus is closed, all SLU employees, including essential staff, will continue or resume working remotely until it is safe to return to the campus. Campus Reporting will take place and this will ensure that the color health monitors are communicated to the SLU Community.

Meanwhile, we will continue to ensure ongoing supplies of PPEs are purchased and made available on campus. We will ensure we provide disinfecting wipes in every office area for faculty and staff to use.

## SPACE CAPACITY REDUCTION-LEVEL I

While classes will be taught through distance learning, SLU employees will continue to work remotely and only essential staff will be required to work at SLU to provide in-person technology support services.

To reduce the space capacity of our campus and adhere to social distancing, SLU requires all SLU employees, students, and guests/vendors to receive approval from the Associate Dean of Administration and Operations or his Deputy to access SLU prior to their arrival (see *Reporting Prior to Arrival (self-check)* section on page 6 of this document) and receive appointment confirmation from the IT department for any in-person technical support. By doing so, the Coronavirus Team will be better able to maintain the less than 25% capacity of the space, while also ensuring health and safety measures are being followed.

### **Open workstations: Level I**

We have identified various open workstations and SLU is reserving classrooms for staff to use during the day if working from the open workstations pose a health risk.

SLU is also installing polycarbonate material sneeze guards, which are in compliance with FDNY standards at the 18<sup>th</sup> floor IT helpdesk, the 19<sup>th</sup> floor reception desk, and the 19<sup>th</sup> floor student computer lab ([see Appendix B, pg. xvi](#)).

### **Classrooms: Level I**

Under Level I, classes will be held through distance learning.

Each classroom will be equipped with wall mounted hand sanitizers and disinfecting wipes. Student chairs will be closed off every 6 ft. to ensure social distancing while staff work from these areas. There will be a limit of 5 people per classroom.

### **Common Areas: Hallways, Lobby, Pantries, Restrooms, Elevators: Level I**

Space markers are being placed 6ft. apart prior to reopening the campus in all hallways and common areas to encourage everyone to adhere to social distancing ([see Appendix D, pg. xxvi](#)). Hallways will also have free standing retractable belt barriers to assist with the flow of incoming and outgoing personnel.

Anyone using the pantry areas are required to clean and disinfect the area they used to ensure the space is clean for the next person.

- The 19<sup>th</sup> floor pantry area is limited to one person at a time,
- the 18<sup>th</sup> floor pantry area is limited to three people at a time, and the
- 10<sup>th</sup> floor pantry area is limited to two people at a time.

The lobby areas on the 19<sup>th</sup> and 18<sup>th</sup> floor will be taped off every 6ft. to ensure social distancing and will be equipped with wall mounted hand sanitizers and important informational signage ([see Appendix D, pg. xxvi](#)). The 19<sup>th</sup> floor Conference room capacity is set to 8.

The restrooms will be cleaned after each use and space capacity is limited to:

- 19<sup>th</sup> floor rest rooms – one person at a time
- 18<sup>th</sup> floor rest rooms- one person at a time
- 10<sup>th</sup> floor restrooms- follows building protocols ([see Appendix A, pg. xvii](#))

Elevators are managed by Building Management and currently have social distancing signs ([see Appendix D, pgs. xxvi-xxviii](#)). Space capacity per elevator is limited to:

- 2 people per elevator

SLU daytime custodial staff will also be monitoring and routinely cleaning and disinfecting high-touch surfaces in these common areas.

### ACADEMIC AFFAIRS: Level I

Under the Level I Re-opening Plan, as stated previously, in-person courses will be offered via distance education synchronous and asynchronous, office hours will be conducted remotely, and meetings will be held remotely.

Faculty will be provided with faculty development during the summer and fall term on delivering Distance Learning Pedagogy.

The systems faculty and staff will be using are Content Management systems, Blackboard, Academic Commons, Zoom, Office 365, and VPN remote access.

Campus visits by Academic Affairs faculty and staff will be scheduled with Associate Dean of Administration and Operations and his Deputy. Requests to visit SLU will follow the process established in this plan.

Employees will be responsible to use disinfecting wipes at their work stations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

#### CUNY Protocol on Recording of Remote Classes:

Faculty offering classes through web conferencing digital technology like Zoom must not record a student in a class session without the student's consent. Similarly, consistent with CUNY policy, students may not record the class sessions unless such recording is part of a reasonable accommodation under law. To obtain consent, faculty who wish to record their class sessions must provide the following announcement, in emails, and/or class syllabus, to enrolled students and verbally at the opening of the first class session:

*Students who participate in this class with their camera on or use a profile image are agreeing to have their video or image recorded solely for the purpose of creating a record for students enrolled in the class to refer to, including those enrolled students who are unable to attend live. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live.*

As mentioned in the announcement, recording of classes is for the benefit of students. Faculty shall not use class recordings as a means of determining class attendance, and are reminded that CUNY is classified by the U.S. Department of Education as a non-attendance taking institution. Doubts faculty may have regarding the identity of participants should be alleviated if faculty offer their classes through applications and resources that have been licensed by CUNY Central or their college and require a CUNY/College ID for login, thereby giving reasonable assurance that participants are CUNY students.

For the avoidance of doubt, the prohibition on recording without consent does not apply to audio or video lectures of the faculty member only and that do not include a student participation component.

### STUDENT AFFAIRS: Level I

Student Affairs staff, which includes advisors and student services staff, will be advising and providing student services remotely via phone or existing online platforms (e.g. Zoom, emails, WC Online, Microsoft Teams). Student meetings will be conducted remotely via phone or existing online platforms as well.

## SCHOOL OF LABOR AND URBAN STUDIES: REOPENING PLAN: LEVEL II

A series of student initiatives will be offered in the fall term to engage students through the Virtual campus Community Initiative. Student resources will be posted on the web portal and updates will be communicated to students.

Campus visits by Student Affairs staff and SLU students will be scheduled with Associate Dean of Administration and Operations and his Deputy. Requests to visit SLU will follow the process established in this plan.

Employees will be responsible to use disinfecting wipes at their work stations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

### ENROLLMENT MANAGEMENT: Level I

#### **Public Events**

All public events will be held online until further notice.

Employees will be responsible to use disinfecting wipes at their work stations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

#### **Enrollment & Admission**

All recruitment and admissions practices implemented for Spring and Summer 2020 will continue virtually. All recruitment activities continue to be held online. Application processing is primarily an online process and will continue to function as such. The University provided a solution for students that enables students to upload application documents, which alleviates the need for staff to handle physical documents.

Limited on campus activities will be restricted to mail collection for application document processing.

Employees will be responsible to use disinfecting wipes at their work stations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

#### **Registrar**

Registrar office hours and meetings will be conducted remotely. Registrar staff will continue using the various mediums: Zoom, Office 365, Teams, etc.

Campus visits will be scheduled as needed.

Employees will be responsible to use disinfecting wipes at their work stations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

#### **Bursar**

Bursar office hours and meetings will be held remotely. Bursar staff will continue telecommuting and continue using the following systems Microsoft. Office, CRM software, video conferencing, daily/weekly activity tracing.

Bursar will be onsite as need for payment processing.

## SCHOOL OF LABOR AND URBAN STUDIES: REOPENING PLAN: LEVEL II

Campus visits by Enrollment Management staff will be scheduled with Associate Dean of Administration and Operations and his Deputy. Requests to visit SLU will follow the process established in this plan.

Employees will be responsible to use disinfecting wipes at their work stations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

### ADMINISTRATIVE SERVICES: Level

(Facilities, Information Technology, Business Office, Communications, Human Resources)

Administrative Services staff will work remotely, and office hours and meetings will be held remotely. The systems Administrative Services staff will use includes Zoom, Teams, Webex, remote access, and SLU issued laptops.

Employees will be responsible to use disinfecting wipes at their work stations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

### **Facilities & Security**

Our Custodial Assistant has been identified as essential staff and will be working remotely and at the campus on the days the School is open. While on campus, our Custodial Assistant will be ensuring all social distancing and health and safety measures are in place as specified above, and cleaning and disinfecting the campus per CDC, NYS, and CUNY guidelines.

Security is currently provided through Building Management. SLU will continue to work with building security to maintain the safety of our spaces from 8am to 9pm on the days we are open and 12-5pm on the regular business days the campus will work remotely.

Employees will be responsible to use disinfecting wipes at their work stations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

### **Information Technology**

IT staff have been identified as essential staff and will be working remotely and at the campus on the days the School is open. While on campus, IT staff will be providing SLU employees with needed software and remote access, administering the [Student Laptop Loaner program](#), sorting mail, tracking CUNY construction, and will continue to provide IT services to the SLU community.

Our IT team is also responsible in cleaning and disinfecting the IT equipment that is borrowed and returned, IT equipment located in the student computer lab, and the IT equipment in the computer classrooms (1804, 1923). Any IT equipment that is returned will be thoroughly disinfected prior to being lent out again.

Employees will be responsible to use disinfecting wipes at their work stations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

### **Business Office**

Business Office staff will continue working remotely and all meetings will be held virtually. The Business team will continue using Zoom, Teams, Webex, remote access, and SLU issued laptops.

Campus visits will be scheduled as needed for procurement purposes.

Employees will be responsible to use disinfecting wipes at their work stations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

### **Communications**

The Communications team will continue working remotely and all meetings will be held virtually. The team will continue using Zoom, Teams, Webex, remote access, and SLU issued laptops.

Employees will be responsible to use disinfecting wipes at their work stations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

### **Human Resources**

Human Resource staff will continue working remotely and all meetings will be held virtually. Our HR representative will continue using Zoom, Teams, Webex, and remote access.

Employees will be responsible to use disinfecting wipes at their work stations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

Campus visits by Administrative Services staff will be scheduled with Associate Dean of Administration and Operations and his Deputy. Requests to visit SLU will follow the process established in this plan.

## **THE MURPHY INSTITUTE- WORKER EDUCATION\*: Level I**

Worker Education in-person classes and workshops will be held through distance learning. The systems instructors, students, and Worker Ed support staff will use are Zoom, Microsoft Teams, Dropbox, and SharePoint.

Office hours, tutoring, and meetings will be conducted remotely using various mediums: Zoom, Office 365, Blackboard, WC Online, Microsoft Teams, etc. Updated communication will be sent to staff using these mediums as well.

Campus visits by Worker Education staff and students will be scheduled with Associate Dean of Administration and Operations and his Deputy. Requests to visit SLU will follow the process established in this plan.

Employees will be responsible to use disinfecting wipes at their work stations or in any areas where they work. Disinfecting wipes will be made available in pantry areas, offices, the 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk.

\*Off-campus staff will follow their campus guidelines.

## **EVALUATION AND IMPROVEMENT (updated)**

As mentioned previously, the Level I Reopening Plan went into effect on August 25<sup>th</sup>, 2020, after the Plan was reviewed and approved by CUNY. Under this Level I Plan, we have ensured the health and safety of our SLU community, while remaining true to our mission. As mentioned above, essential staff were scheduled to work



on campus for in-person technology support for a minimum of three days a week and as needed, classes resumed through distance learning, and the rest of SLU employees continues working remotely as specified above.

As CDC, NYS, and CUNY guidelines ease into reopening and increase building capacity, and based on the extensive work the Reopening Committee has performed and reviewed, and the variables that currently stand in the way of a full reopening of the campus, the Reopening Committee maintains its main principles for returning to campus:

1. Maintain adherence to CDC, NY State, and CUNY guidelines.
2. All SLU employees, students, and visitors/vendors are required to wear a face mask/face covering at all times, maintain social distancing at all times and complete pre and/or on-campus screening, in accordance with NYS guidelines and CUNY guidelines.
3. SLU will provide face masks to all SLU employees as needed, in accordance with NYS guidelines.
4. Provide a healthy and safe work and learning environment.

In the meantime, as previously mentioned, this Level II Reopening Plan has been updated to include new information regarding the *Health and Safety* measures per CDC, NYS, NYC and CUNY guidelines and we have included 3 Feet and 6 Feet Plans under the *Space Capacity Reduction* section. This Level II Reopening Plan is an evolving process based on changing conditions, and will go into effect after the Plan has been approved by CUNY.

To ensure SLU maintains a healthy and safe work and learning environment, the Reopening Planning Committee will develop evaluation processes using the CDC, NYS, NYC, and CUNY guidelines and improve this Level II Plan as it moves to fruition in the areas it has touched on:

- **Health and Safety Measures**
  - Promoting behaviors that reduce spread
    - Staying home
    - Personal Responsibility and Hygiene
    - Masks/Face coverings
    - Supplies- location and amount
    - Signage and messages
  - Designated COVID-19 Team members
  - Screening and Tracing
    - Vaccination
    - Testing
- **Risk Prevention & Control Measures**
  - Cleaning and disinfection
  - Use of office units
  - Water systems (building management and SLU)
  - Social distancing
  - Physical barriers –polycarbonate, designated chairs per 3 ft./ 6 ft. distancing
  - Common Areas- taped off seating areas, 3 ft./ 6 ft. distancing floor signage
- **Space Capacity Reduction Measures**
  - Staggered workforce
  - classroom, office, and common area capacity
  - Remote and in-person classes
- **Communication Measures**
  - Disseminating Reopening Plan and updates

- Reporting cases: isolate individual and travel arrangements
- Cleaning and disinfection
- School closing
- Signage
- **SLU Units**
  - Academic Affairs
  - Student Affairs
  - Enrollment Management
  - Administrative Services
  - The Murphy Institute- Worker Education

The Level III Reopening Plan will use the same Level I measure stated above when any COVID-19 related cases are reported. However, when that is not the case, the Level III Reopening Plan will review the following evaluation and improvement measures detailed in the plan:

- **Health and Safety Measures**
  - Supplies- location and amount
  - Signage and messages
- **Risk Prevention & Control Measures**
  - Cleaning and disinfection
  - Water systems (building management and SLU)
- **Communication Measures**
  - Disseminating Reopening Plan and updates
- **SLU Units**
  - Academic Affairs
  - Student Affairs
  - Enrollment Management
  - Administrative Services
  - The Murphy Institute- Worker Education