



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



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

June 2021

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## APPENDIX

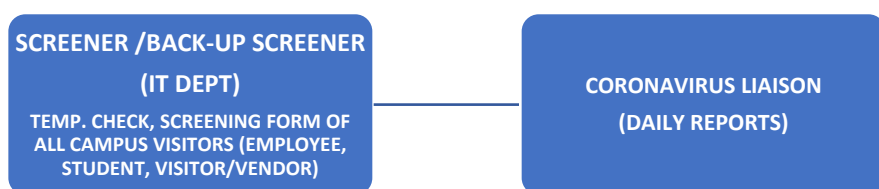
### A. Reporting Structures (Figures and Tables) **(updated)**

#### REPORTING PROCESSES for COVID-19 RELATED REPORTS

SLU employees, students, and guests are required to keep the SLU Campus informed if they are exposed to someone who has tested positive for COVID-19, if they have tested positive for COVID-19, or if they are feeling COVID-19 related symptoms while on campus. Reporting must be done via email and using the templates/forms provided. Below are the reporting processes:

Figure 1. Coronavirus Team's Reporting Structure:

#### Level I:



#### Level II:

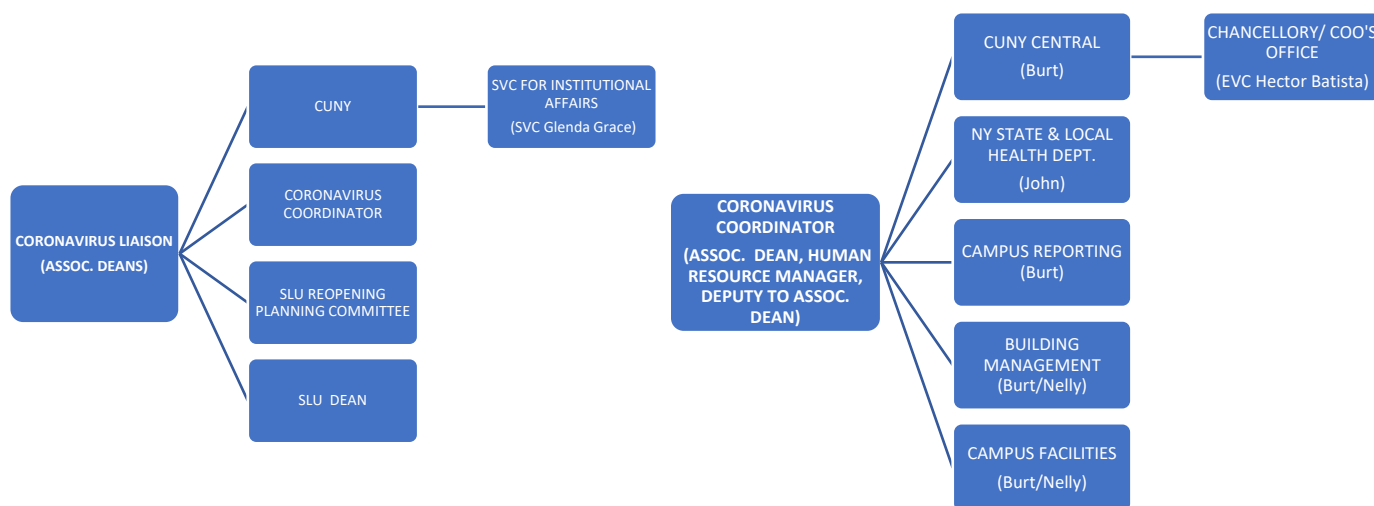
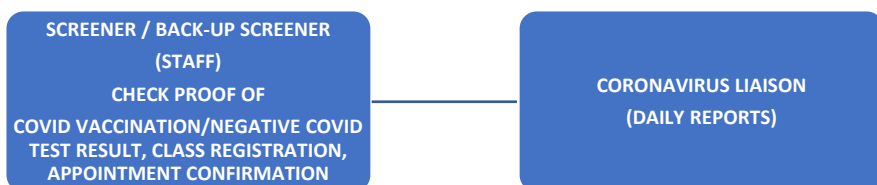
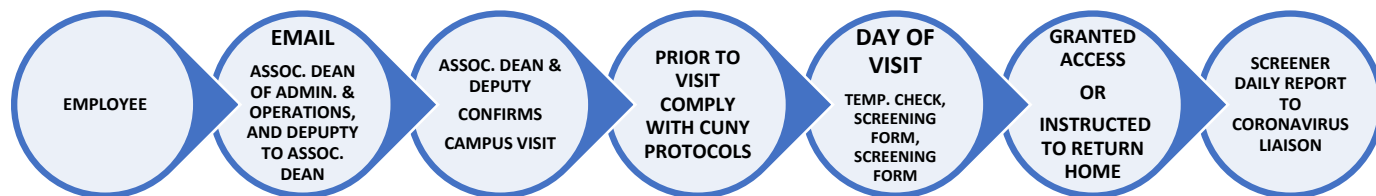
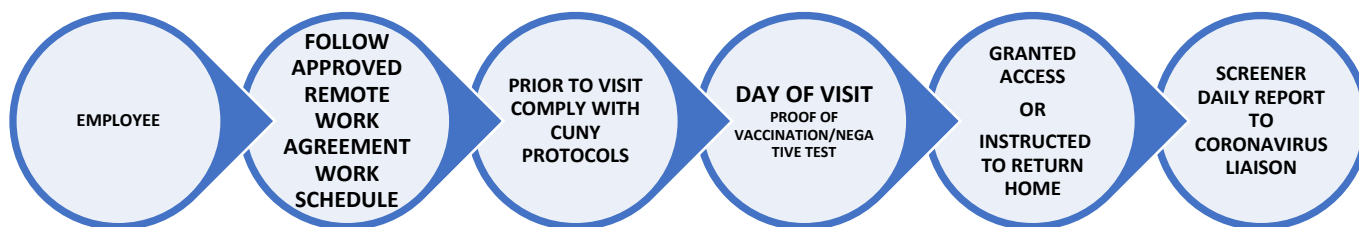


Figure 2. Reporting to Campus (updated):

**LEVEL I:**



**Level II (New):**



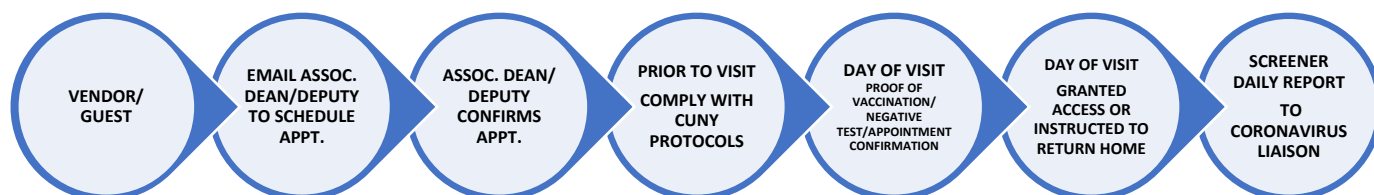


Figure 3. Reporting a Case While on Campus:

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

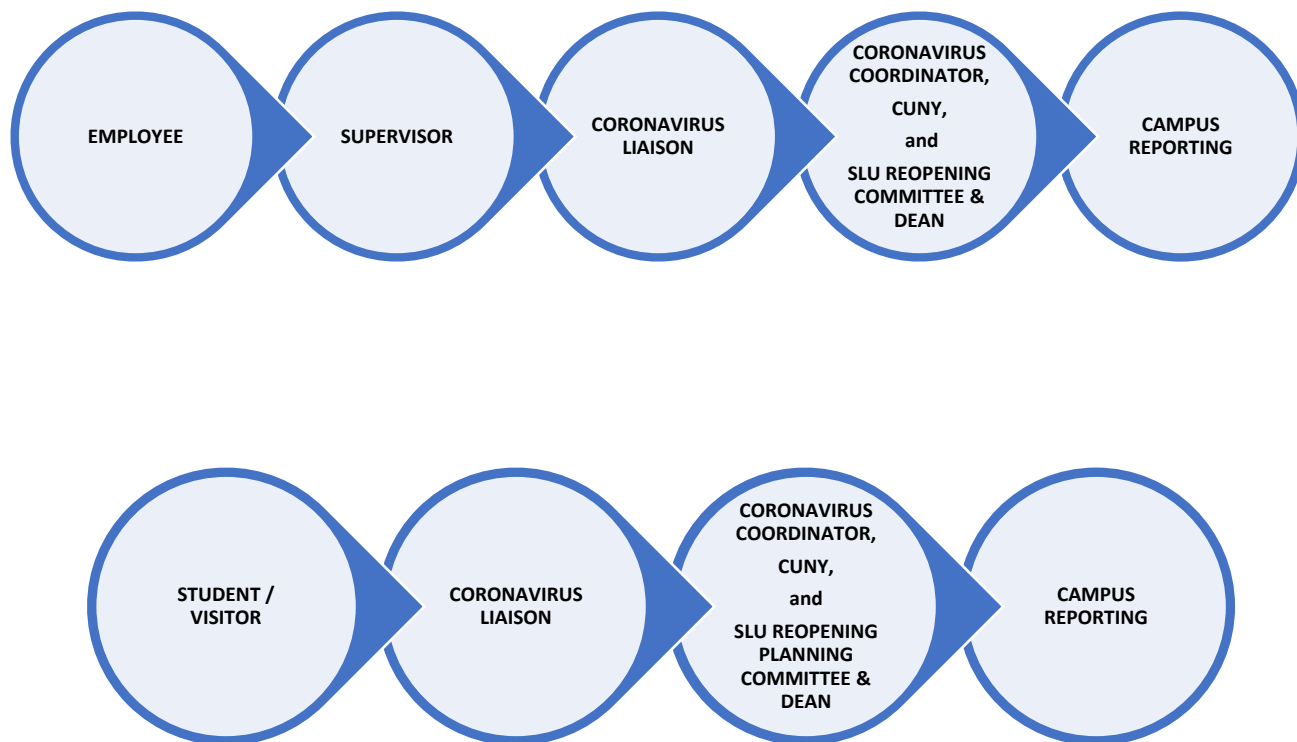
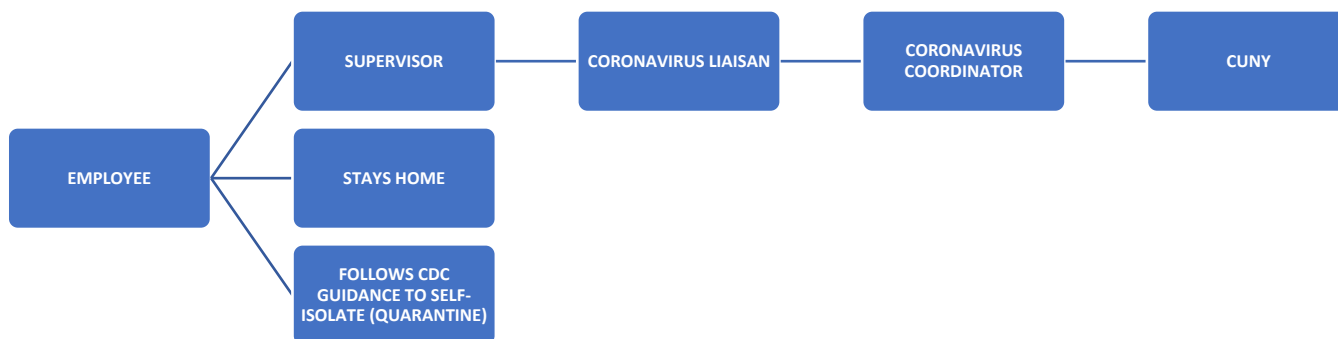


Figure 4. Reporting a Case While OFF Campus:

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



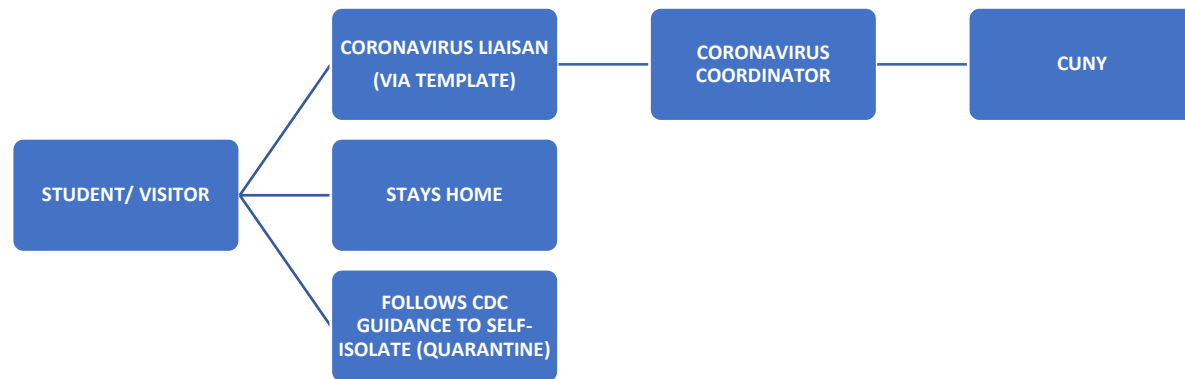




Figure 5. Cleaning and Disinfecting Reporting:

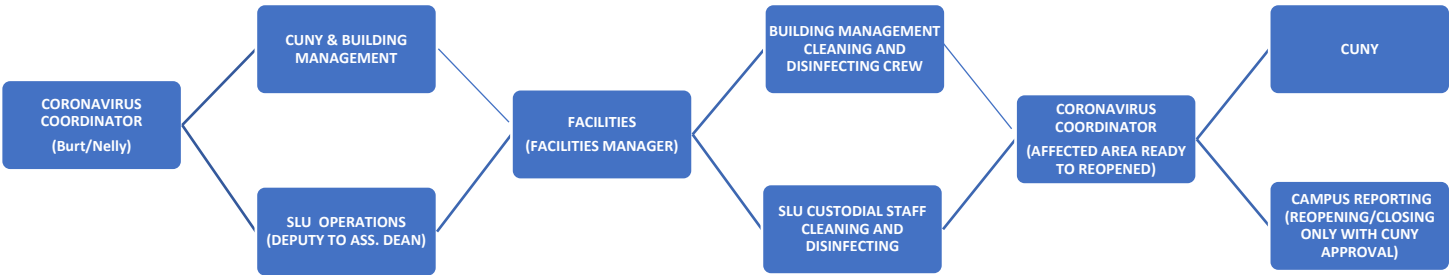


Figure 6: Reporting to SLU Community:

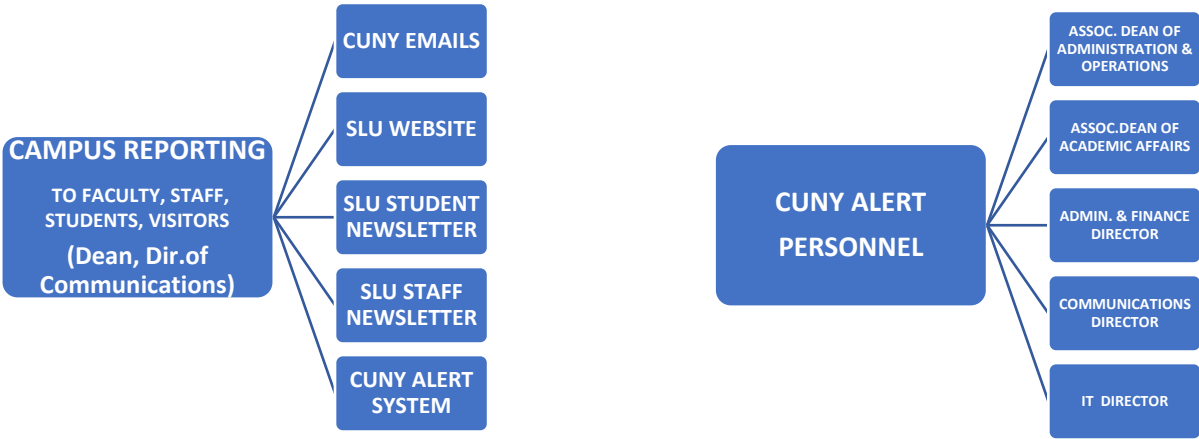


Figure 7. Campus Health Color Monitor:

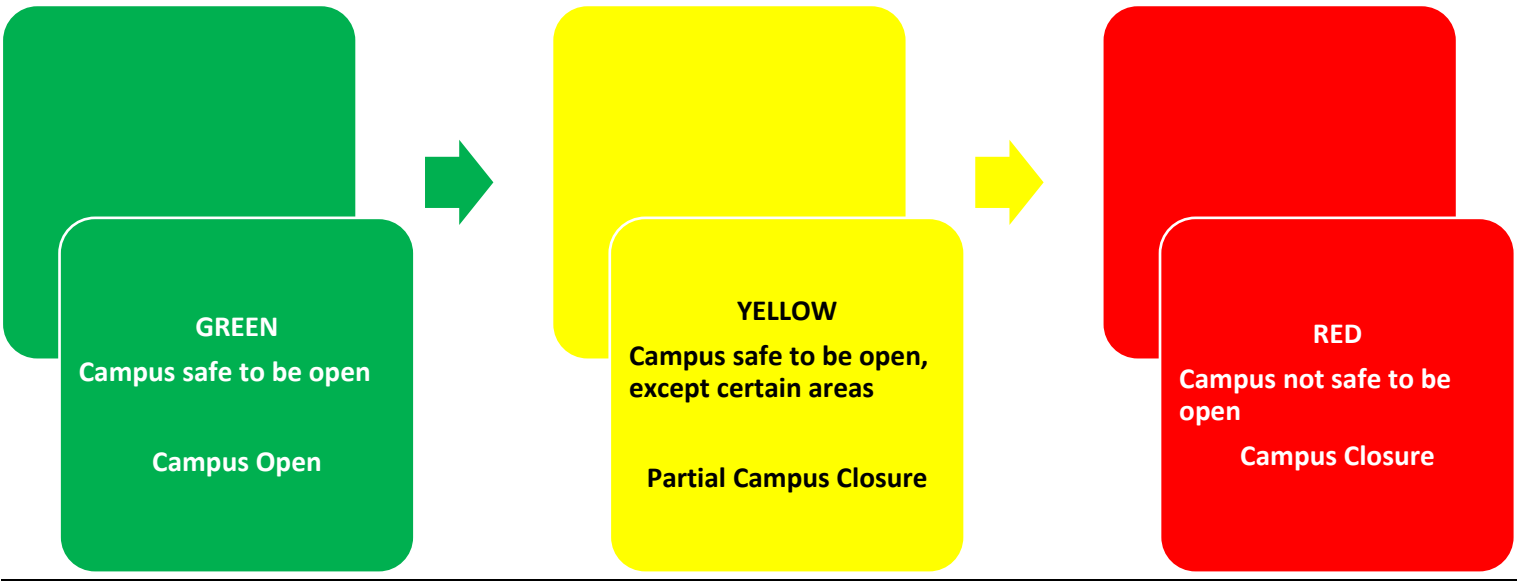


Table 1. Coronavirus Team Contact Information (updated):

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 Schrynmakers, 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>

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> </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>• <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>• 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><b>On Campus:</b></u> Visiting employee/ student/ visitor did not exhibit sickness upon arrival but reports to Coronavirus Liaison they now feel sick</li> <li>• <u><b>After visiting the campus:</b></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><b>After visiting the campus:</b></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><b>On Campus:</b></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 1804, 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><b>Partial Closure:</b></u> Areas sick person visited are Closed Off</li> <li>• <u><b>Partial Closure:</b></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><b>On Campus:</b></u> Special cleaning and disinfecting of affected areas</li> <li>• <u><b>On Campus:</b></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>

		<u><b>Reopening Affected Area:</b></u> <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 (<u>updated</u>)</b>	<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>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>SLU Campus Reporting activated</li> <li><u>Full Campus Closure</u>: Campus is closed</li> <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><u>(NEW)</u> 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><b>Reopening Campus:</b></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>

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)

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

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

<b>Tuesday</b>		
<b>Wednesday</b>		
<b>Thursday</b>		
<b>Friday</b>		

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

Table 4. Staggered Work schedule (3 feet social distancing)

**WEEKLY CAMPUS STUDENT SUPPORT SERVICES  
LEVEL II (3 ft. Social Distancing)**

Departments	Online/I n-person	In-Person Services By Appointment (holidays- appointments moved to following week)				
		Monday	Tuesday	Wednesday	Thursday	Friday
<b>Academic Affairs</b>	Classes thru distance learning and in-person; staffing online and in-person (by appt only)	Staggered work schedules Classes thru distance learning and in-person	Staggered work schedules Classes thru distance learning and in-person	Staggered work schedules Classes thru distance learning and in-person	Staggered work schedules Classes thru distance learning and in-person	Staggered work schedules Classes thru distance learning
<b>Student Support</b>	Online & in-person (by appt)	Staggered work schedules	Staggered work schedules	Staggered work schedules	Staggered work schedules	Staggered work schedules
<b>Enrollment/ Admissions</b>	Online & in-person (by appt)	Staggered work schedules All events online	Staggered work schedules All events online	Staggered work schedules All events online	Staggered work schedules All events online	Staggered work schedules All events online
<b>Bursar</b>	Online & in-person (by appt)	Staggered work schedules	Staggered work schedules	Staggered work schedules	Staggered work schedules	Staggered work schedules
<b>Registrar</b>	Online & in-person (by appt)	Staggered work schedules	Staggered work schedules	Staggered work schedules	Staggered work schedules	Staggered work schedules
<b>Business Office</b>	Online & in-person (by appt)	Staggered work schedules	Staggered work schedules	Staggered work schedules	Staggered work schedules	Staggered work schedules
<b>IT</b>	In-Person (by appt)	1. IT Services 2. Student access to 19 <sup>th</sup> Fl computer s and printing (use of Student lab, computer room, Classroo	1. IT Services 2. Student access to 19 <sup>th</sup> Fl computer s and printing (use of Student lab, computer room, Classroo	1. IT Services 2. Student access to 19 <sup>th</sup> Fl computer s and printing (use of Student lab, computer room, Classroo	1. IT Services 2. Student access to 19 <sup>th</sup> Fl computer s and printing (use of Student lab, computer room, Classroo	1. IT Services 2. Student access to 19 <sup>th</sup> Fl computer s and printing (use of Student lab, computer room, Classroo

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

		ms 19B 19C, 19D)	ms 19B 19C, 19D)	ms 19B 19C, 19D)	ms 19B 19C, 19D)	ms 19B 19C, 19D)
<b>Facilities</b>	In-person	Custodial Services	Custodial Services	Custodial Services & -Deep Cleaning	Custodial Services	Custodial Services -Deep cleaning
<b>Operations</b>	Online & In-person (by appt)	Staggered work schedules	Staggered work schedules	Staggered work schedules	Staggered work schedules	Staggered work schedules
<b>Communications</b>	Online & In-person (by appt)	Staggered work schedules	Staggered work schedules	Staggered work schedules	Staggered work schedules	Staggered work schedules
<b>Human Resources</b>	Online & In-person (by appt)	Staggered work schedules	Staggered work schedules	Staggered work schedules	Staggered work schedules	Staggered work schedules
<b>Murphy Institute- Worker Ed</b>	Online and in-person (by appt)	Staggered work schedules All events online	Staggered work schedules All events online	Staggered work schedules All events online	Staggered work schedules All events online	Staggered work schedules All events online
<b>Murphy Institute- Labor Center</b>	Online and in-person (by appt)	Staggered work schedules All events online	Staggered work schedules All events online	Staggered work schedules All events online	Staggered work schedules All events online	Staggered work schedules All events online

Table 5. Staggered Work schedule (6 feet social distancing)

**WEEKLY CAMPUS STUDENT SUPPORT SERVICES  
LEVEL II (6 ft. Social Distancing)**

Departments	Online/I n-person	In-Person Services By Appointment (holidays- appointments moved to following week)				
		Monday	Tuesday	Wednesday	Thursday	Friday
<b>Academic Affairs</b>	Classes thru distance learning & in-person as needed (by appt)	Classes thru distance learning and in-person	Academic Affairs/Faculty In-person support, if needed (use of 19 <sup>th</sup> floor conference room) Classes thru distance learning and in-person	Classes thru distance learning and in-person	Classes thru distance learning and in-person	Classes thru distance learning
<b>Student Support</b>	Online & in-person as needed (by appt)			Student Support if needed (use of 19 <sup>th</sup> floor conference room)		
<b>Enrollment/ Admissions</b>	Online & in-person as needed (by appt)				Enrollment Support if needed (use of 19 <sup>th</sup> floor conference room)	
<b>Bursar</b>	Online & in-person (by appt)	Bursar Support if needed (use of 19 <sup>th</sup> floor conference room)				
<b>Registrar</b>	Online & in-person (by appt)		Registrar Support if needed (use of 19 <sup>th</sup> floor conference room)			
<b>Business Office</b>	Online & in-person (by appt)				Business Office Support if needed (use of 19 <sup>th</sup> floor	



					conference room)	
<b>IT</b>	Online & In-person (by appt)	1. IT Services 2. Student access to 19 <sup>th</sup> Fl computers and printing (use of Student lab, computer room, Classrooms 19B, 19C, 19D)	1. IT Service 2. Student access to 19 <sup>th</sup> Fl computers and printing (use of Student lab, computer room, Classrooms 19B, 19C, 19D)	1. IT Services 2. Student access to 19 <sup>th</sup> Fl computers and printing (use of Student lab, computer room, Classrooms 19B, 19C, 19D)	1. IT Services 2. Student access to 19 <sup>th</sup> Fl computers and printing (use of Student lab, computer room, Classrooms 19B, 19C, 19D)	
<b>Facilities</b>	In-person only	Custodial Services	Custodial Services	Custodial Services & -Deep Cleaning & Disinfecting 10 <sup>th</sup> floor (rooms 1005, 1008)	Custodial Services	Custodial Services -Deep cleaning & Disinfecting 19 <sup>th</sup> and 18 <sup>th</sup> floors
<b>Operations</b>	Online & In-person	Staggered work schedules	Staggered work schedules	Staggered work schedules	Staggered work schedules	
<b>Communications</b>	Online					
<b>Human Resources</b>	Online					
<b>Murphy Institute-Worker Ed</b>	Online and in-person (by appt)				Worker Ed Support if needed (use of 19 <sup>th</sup> Fl conference room if needed)	
<b>Murphy Institute-Labor Center</b>	All events online					

[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

[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

Table 8: Classroom and Common Areas Capacity under COVID

Room Number	Description	COVID-Capacity Limit (3 FT Distance)	COVID-Capacity Limit (6 FT Distance)	Classroom Capacity (peach) 3 Feet Plan	Classroom Capacity TOTAL (peach) 6 Feet Plan	Common Areas Capacity (blue) 3 Feet Plan	Common Areas Capacity (blue) 6 Feet Plan
1804-- Isolation/Quarantine	classroom	9	3				
18A	classroom	15	4	15	4		
18B	classroom	15	5	15	5		
18C	classroom	15	5	15	5		
18D	classroom	15	5	15	5		
18th Floor Lobby adjacent to pantry area	Lobby	2	1	Sub-total: 60	Sub-total: 19	2	1
18th floor Men's Restroom	Restroom	3	1				
18th floor Women's Restroom	Restroom	3	1				
18th floor Pantry	Pantry	4	2			4	2
18th floor hallway from entrance to room 1828 (excludes elevator bank)	Hallway	32	16			32	16
18th floor hallway-elevator bank	Hallway	6	3			6	3
18th floor hallway-from right hand entrance leading to room 1801	Hallway	30	15			30	15
18th floor hallway-from entrance facing elevators leading to 1801 (used as exit only)	Hallway	12	6			12	6
1902- conference room	Conference Room	7	5	7	5	Sub-total: 86	Sub-total: 43
19A- Isolation/Quarantine	classroom	13	4				
19B	classroom	15	6	15	6		
19C	classroom	17	6	17	6		
19D	classroom	8	4	8	4		
1923	classroom	8	4	8	4		

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

1918- student computer lab	Student Computer Lab	8	2	Sub-total: 55	Sub-total: 25	8	2
19th Floor Pantry (no seating provided)	Pantry	2	1			2	1
19th Floor Lobby Seating Area	Lobby	10	6			10	6
19th Floor Restroom-Women	Restroom	3	1				
19th Floor Restroom-Men	Restroom	3	1				
19th floor hallway-elevator bank	Hallway	6	3			6	3
19th Floor hallway-from entrance leading to conference room	Hallway	18	9			18	9
19th Floor hallway - from Conference room to private exit	Hallway	6	3			6	3
19th Floor hallway-from entrance leading to classroom 19D	Hallway	42	21			42	21
1005 Pantry Area	Pantry	2	2			Sub-total: 92	Sub-total: 45
1005 Floor hallway-from entrance to pantry	Hallway	14	7			2	2
1008 hallway- from entrance to private office	Hallway	8	4			14	7
						8	4
						Sub-total: 24	Sub-total: 13
<b>TOTALS</b>				115	44	202	101
<b>TOTAL 3 FEET PLAN- (Classrooms, Conference room, Common Areas)</b>	<b>303</b>						
<b>TOTAL 6 FEET PLAN- (Classrooms, Conference room, Common Areas)</b>	<b>145</b>						

Table 9: Open workstations

FLOORS	TOTAL
19 <sup>th</sup> floor	5
18 <sup>th</sup> floor	8
10 <sup>th</sup> fl., Room 1005	6
10 <sup>th</sup> fl., Room 1008	8
<b>TOTAL</b>	<b>27</b>

## B. Guidelines (updated)

### Center for Disease Control and Prevention

- <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- <https://www.cdc.gov/cpr/prepareyourhealth/PlanAhead.htm>
- <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- <https://www.cdc.gov/handwashing/videos.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>
- [https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening\\_America\\_Guidance.pdf](https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf)
- <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/contact-tracing.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/downloads/Contact-Tracing-Infographic-FINAL.pdf>
- [Cleaning and Disinfecting Your Facility | CDC](#)

### New York State & City (updated)

- <https://coronavirus.health.ny.gov/protect-yourself-and-your-family-coronavirus-COVID-19>
- <https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/offices-interim-guidance.pdf>
- [https://coronavirus.health.ny.gov/system/files/documents/2020/03/cleaning\\_guidance\\_general\\_building.pdf](https://coronavirus.health.ny.gov/system/files/documents/2020/03/cleaning_guidance_general_building.pdf)
- <https://www1.nyc.gov/site/coronavirus/index.page>
- <https://www1.nyc.gov/assets/coronavirus/downloads/phase2/offices.pdf>
- [https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/OfficesSummaryGuidelines.pdf?utm\\_campaign=coshedule&utm\\_source=facebook\\_page&utm\\_medium=Fairport/Perinton%20Chamber%20of%20Commerce](https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/OfficesSummaryGuidelines.pdf?utm_campaign=coshedule&utm_source=facebook_page&utm_medium=Fairport/Perinton%20Chamber%20of%20Commerce)
- <https://www1.nyc.gov/site/coronavirus/get-tested/covid-19-testing.page>
- <https://www.governor.ny.gov/news/governor-cuomo-announces-new-york-state-adopt-new-cdc-guidance-mask-use-and-social-distancing>
- <https://www.governor.ny.gov/news/governor-cuomo-announces-suny-and-cuny-boards-require-vaccinations-all-students-attending>
- <https://covid19vaccine.health.ny.gov/excelsior-pass>
- [cleaning-and-disinfection-guidance-for-public-and-privatefacilities\\_051021.pdf \(ny.gov\)](#)
- <https://coronavirus.health.ny.gov/covid-19-travel-advisory>

### CUNY (updated)

- <https://www.cuny.edu/coronavirus/>
- <https://www.cuny.edu/coronavirus/#reopening>

- <https://www.cuny.edu/coronavirus/reopening-guidelines/sup-guideline-safe-campus-reopening/>
- <https://www.cuny.edu/coronavirus/reopening-guidelines/considerationsforreopening-facilities-services/>
- <https://www.cuny.edu/coronavirus/reopening-guidelines/guideline-safe-campus-reopening/#overview>
- <https://www.mckinsey.com/~media/McKinsey/About%20Us/COVID%20Response%20Center/PDFs/Reopening-higher-education-institutions-amid-COVID-19-Executive-summary.pdf>
- <https://www.cuny.edu/coronavirus/#technology-resources>
- <https://www.cuny.edu/coronavirus/flexible-work-arrangements/>
- <https://www.cuny.edu/wp-content/uploads/sites/4/media-assets/Remote-Work-Agreement.pdf>
- <https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/policies-resources/reasonable-accommodations-and-academic-adjustments/Procedures-for-Implementing-Reasonable-Accommodations-9.21.2016.pdf>
- <https://www.cuny.edu/about/administration/offices/hr/cuny-managers-portal/teleworking-guide-for-employees/>
- <https://www.cuny.edu/coronavirus/university-updates/covid-vaccine-required-for-in-person-fall-classes/>
- [https://www.cuny.edu/coronavirus/reopening-guidelines/guideline-safe-campus-reopening/#\\_Toc45787337](https://www.cuny.edu/coronavirus/reopening-guidelines/guideline-safe-campus-reopening/#_Toc45787337)
- [Guidance on Academic Continuity to Campuses – The City University of New York \(cuny.edu\)](#)
- <https://www.cuny.edu/coronavirus/continuity-for-students/#student-conduct>
- <https://www.cuny.edu/coronavirus/academic-continuity/guidance-on-academic-continuity-to-campuses/#Domestic-International-Travel>
- 

#### SLU Forms

- SLU [Screening form](#),  
[https://forms.office.com/Pages/ResponsePage.aspx?id=s\\_BgbwZfCU6XFZiduoZH2CK5vSevVsZIpURYNNny4htUQ0NFNUNFUTFHmKJLVDRiUEdOUEgzRTZBRi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=s_BgbwZfCU6XFZiduoZH2CK5vSevVsZIpURYNNny4htUQ0NFNUNFUTFHmKJLVDRiUEdOUEgzRTZBRi4u)
- Daily Cleaning and Disinfecting Log:  
[https://forms.office.com/Pages/ResponsePage.aspx?id=s\\_BgbwZfCU6XFZiduoZH2CK5vSevVsZIpURYNNny4htUNzRTUUXRVEY3Vzk2QlIOM1BGR0xVTlIKQy4u](https://forms.office.com/Pages/ResponsePage.aspx?id=s_BgbwZfCU6XFZiduoZH2CK5vSevVsZIpURYNNny4htUNzRTUUXRVEY3Vzk2QlIOM1BGR0xVTlIKQy4u)
- Cleaning and Disinfecting When Someone is Sick Checklist:  
[https://forms.office.com/Pages/ResponsePage.aspx?id=s\\_BgbwZfCU6XFZiduoZH2CK5vSevVsZIpURYNNny4htUNVQ5MTY2V0pEVTAYU1IzQjE0NVdYT0hDUS4u](https://forms.office.com/Pages/ResponsePage.aspx?id=s_BgbwZfCU6XFZiduoZH2CK5vSevVsZIpURYNNny4htUNVQ5MTY2V0pEVTAYU1IzQjE0NVdYT0hDUS4u)
- Report of Sickness on Campus: Contact Tracking Survey:  
[https://forms.office.com/Pages/ResponsePage.aspx?id=s\\_BgbwZfCU6XFZiduoZH2CK5vSevVsZIpURYNNny4htUMjdWSVMzMzNQWkVZWjUyNk1EN09STjNZRy4u](https://forms.office.com/Pages/ResponsePage.aspx?id=s_BgbwZfCU6XFZiduoZH2CK5vSevVsZIpURYNNny4htUMjdWSVMzMzNQWkVZWjUyNk1EN09STjNZRy4u)
- Dayton Air Purifier: [5S5808 TRI.indd \(grainger.com\)](#)
- Honeywell Air Purifier: [https://www.staples.com/Honeywell-True-HEPA-Whole-Room-Air-Purifier-with-Allergen-Remover-HPA300/product\\_1009667](https://www.staples.com/Honeywell-True-HEPA-Whole-Room-Air-Purifier-with-Allergen-Remover-HPA300/product_1009667)
- <https://slu.cuny.edu/current-students/service-desk/technology-guides/laptop-loaner/>
- Paper Cleaning and Disinfecting Log





## APF PROPERTIES

### COVID-19 Related Information from APF Properties to our Tenants #3

Dear Valued Tenants:

Phase I of the reopening of New York City occurred on Monday June 8<sup>th</sup>. As we approach Phase II which will permit the return to commercial office spaces, the state and local authorities have issued guidelines that must be adhered to by both building owners and tenants. The tentative date that Phase II will be enacted is June 22<sup>nd</sup> but is subject to change.

As we continue to prepare our buildings, we are providing an update on our preparations and additional measures specific to your space and including guidelines that you, as a tenant, must comply with in accordance with NYS guidelines.

Please read this document carefully.

#### 1. BUILDING PREPARATIONS FOR THE RETURN TO OCCUPANCY:

- Lobby, Entrance and Common Area signage and stanchions have been installed.
- Additional Common Area signage will include the following directions:
  - Limit restroom occupancy to allow for social distancing
  - Wear a protective face mask to enter the building and in all public areas
  - Properly store and discard Protective Personal Equipment (PPE)
  - Adhere to physical distancing rules
  - Report symptoms of or exposure to COVID-19 to your employer
  - Follow hand hygiene and cleaning/disinfection guidelines.
- Plexiglass barriers are being installed in front of all security/concierge desks and podiums.
- Protective face masks will be required to enter the building and must be worn in all common areas.
- Occupancy in elevators cannot exceed 50% of capacity
- HVAC Systems: Ownership has invested in the following measures
  - Thorough maintenance/diagnostics and the seasonal changeover were completed
  - All filters were replaced with upgraded 'MERV 13' rated filters
  - Coil disinfectant was completed and will be performed in regular intervals going forward
  - Outside air intake was maximized to the extent comfort cooling will not be compromised
  - Operating schedules have been adjusted to provide for earlier start-up and extended hours.
- Water Systems
  - Water systems have been exercised on a daily basis by our building staff
  - Domestic water tanks were inspected, cleansed and disinfected. Water testing was performed per Department of Health standards.





## APF PROPERTIES

- **We recommend that all Tenants flush and then replace filters on any equipment connected to building domestic water such as coffee machines or water coolers.**

### 2. TENANT RESPONSIBILITIES:

Tenants are responsible for reviewing, understanding and implementing NYS issued guidelines.

Please familiarize yourself with the “Interim Guidance For Office-Based Work” document issued by the New York State Department of Health which can be found here: [NYS DOH Guidelines](#). Tenants are required to affirm they have read and understand their obligation to operate in accordance with the document guidance. You will find the link to affirm your acknowledgment and acceptance at the end of the NYS DOH Guidelines document.

Below is a short summary of the guidelines that need to be adhered to within your space:

- Tenant Occupancy is limited to 50%. Unless six feet distancing can be maintained, face coverings must be worn.
- This applies to common areas such as pantries and conference/meeting rooms. These areas should be closed off, if adequate distancing cannot be maintained. Consider staggering schedules to assist in observance of social distancing rules.
- Modify or restrict the number of workstations so that employees are least six feet apart in all directions.
- Any shared work stations must be cleaned and disinfected between users.
- Provide face coverings or physical barriers such as cubicles, plexiglass or similar materials.
- In your demised space, Tenants must post signage reminding employees to:
  - Cover their nose and mouth with a mask or face covering when six feet of social distance cannot be maintained.
  - Properly store and, when necessary, discard PPE.
  - Adhere to physical distancing instructions.
  - Report symptoms of or exposure to COVID-19, and how they should do so.
  - Follow hand hygiene and cleaning/disinfection guidelines.
- You must take measures to reduce interpersonal contact and congregation, through methods such as:
  - Limiting in-person presence to only those staff who are necessary to be on site
  - Adjusting workplace hours
  - Reducing on-site workforce to accommodate social distancing guidelines
  - Shifting design (e.g. A/B teams, staggered arrival/departure times)
  - Prioritizing tasks that allow for social distancing over those that do not
  - Avoiding multiple crews and/or teams working in one area.



## APF PROPERTIES

- Non-essential visitors are prohibited from entering the building.
- Daily health screening of your employees and visitors are required
  - Screening may be performed remotely before the employee or visitor reports to the building.
    - At a minimum a questionnaire must be completed each day and retained by the employer. The questionnaire must include the following:
      - a) Has the employee or visitor knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has symptoms of COVID-19
      - b) Has the employee or visitor tested positive for COVID-19 in the past 14 days
      - c) Has the employee or visitor experienced any symptoms of COVID-19 in the past 14 days

Only employees or visitors who have completed this screening questionnaire and have answered “No” to all questions are permitted to enter the building. Additional screening such as temperature taking is optional and can be performed within your space. Personnel performing screening activities should be trained by employer-identified individuals who are familiar with CDC, DOH, and OSHA protocols.

Employers must identify a point of contact to conduct screening and be the contact for employees to inform their employer if they are experiencing COVID-19 related symptoms.

Each Tenant must select a site safety monitor whose responsibilities include continuous compliance with all aspects of the site safety plan. The site safety plan must be completed and posted in your space. The template can be found here: [Site Safety Plan](#)

- When notified of a positive case the site safety monitor must notify the property management team immediately with all appropriate information detailing the time period they were onsite, when they were last on the premises and where in the building they traveled. **To ensure delivery, this should only be communicated via ANGUS using request type “COVID-19”.**
- The property management team will notify the tenants in the building via ANGUS and make arrangements for impacted common area disinfecting. We will also assist in coordinating disinfecting services for the impacted tenant space, at tenants cost, if required.
- The Tenant must notify the local health department and DOH immediately upon being informed of any positive COVID-19 test result by an employee at their workplace.
  - In the case of an employee or visitor testing positive, you must cooperate with the local health department as required to trace all contacts in the work place. You may also be



## APF PROPERTIES

required to submit your occupancy history even if the positive case did not occur within your space. Maintain occupancy records for at least 48 hours.

- Individuals who are alerted they have come into close or proximate contact with a person with COVID-19, and have been alerted via tracing, tracking or other mechanism are required to self-report to their employer at the time of alert and shall not be permitted to remain or return to the building until they have completed a two week quarantine.

### 3. CDC RECOMMENDED PROTOCOLS IN POSITIVE COVID CASES:

- Close off areas used by the affected employee. Tenants do not necessarily need to close operations, if they can close off affected areas.
- If possible, open windows to increase air circulation
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas and shared electronic equipment.
- Vacuuming should only be performed after the affected space is vacated.
- Once the area has been appropriately disinfected, it can be reopened for use.
- Workers without close contact with the person who is sick can return to work immediately after disinfection.
- If more than 7 days have passed since a person who was sick visited or used the facility, additional cleaning and disinfection is not necessary.

***APF Properties is committed to being a reliable partner in establishing a safe and healthy work environment. We will continue to keep you apprised as more information is released. Please contact us via ANGUS using request type "Tenant Relations" if you have any questions regarding this update.***

## **Office of Facilities Planning, New York State Education Department May 29, 2020 Plastic Sneeze Guards**

**Warning: Plexiglass glazing used to construct sneeze guards is flammable and does not meet NYSED Manual of Planning Standards-1998 requirements or the 2020 Building & Fire Codes of New York State.**

In Response to COVID 19, School Districts and most Public Entities are anticipating reopening and are making plans to alter school facilities and accommodate measures known to help prevent the spread of the virus.

We have been informed that districts are beginning to install sneeze guards at locations where school operations and activities require staff and students to make face to face contact with each other. Locations may include, security/reception desks/counters/windows, main office reception counters, server lines, cashier stations, library checkout counters, teacher desks, and student work- stations, etc. NYSED acknowledges the protections achieved through the use of sneeze guards however they must be constructed using an approved flame-resistant material. Plexiglas is a well-known trade name for an inexpensive acrylic plastic glazing product. Typically, when a consumer needs plastic glazing, they will order the product using the term "Plexiglas" because of its identification with clear plastic glazing. Unfortunately the product procured is a flammable acrylic plastic which does not meet building code requirements.

The NYSED Manual of Planning Standards-1998 (MPS) sections S205-2 & S205-3 require plastic materials that are incorporated into construction to meet certain fire tests. They are as follows:

ASTM-E84 Surface Burning Characteristics of Building Materials: flame spread rating shall not exceed 0-25; smoke developed rating shall not exceed 450. Class-A flame spread rating (most restrictive rating).

ASTM D635, Flammability of Self-Supporting Plastics: burning test shall not exceed 2.5 inches per minute.

ASTM D-1929, Ignition Properties of Plastics: burning test shall not occur below 600 degrees F – MPS;

ASTM D-2843 Standard Method for Measuring Density of Smoke from Burning or Decomposition of Plastics: smoke density shall not exceed 75

The Building Code of NYS Section 803 has requirements for interior finishes. Exit enclosures shall be Class A. corridors shall be Class B and rooms and spaces shall be Class C. Plexiglass does not comply.

Note for installations where the sneeze guard is not fastened to a building element, the product would be considered a furnishing required to comply with MPS S205-13 b. Fire test criteria is required to be approved, "Items of obvious and questionable hazard avoided."

"Plexiglas" is a familiar, inexpensive, readily available plastic glazing material that is easily procured. However, acrylic plastic glazing products are flammable and do not meet Fire Code or NYSED regulations noted above.

**An alternative clear plastic glazing product is available and is known as polycarbonate. It has a different chemical composition from acrylic plastic and is much less flammable. Districts are advised to investigate Polycarbonate products for test data. Another option is tempered safety glass.**

School Districts must comply with the NYSED and Building Code requirements listed above when installing plastic glazing in school buildings. The products must be installed in accordance with code and a design professional should be consulted to ensure the product and installation is code compliant. In accordance with the Commissioner's Regulation Part 155, Section 155.2 plans and specifications for all construction projects which exceed \$10,000 or involve health and safety

must be submitted to NYSED for a building permit. Installations under \$10,000 – provide NYSED a letter from a design professional certifying glazing material complies with MPS & Fire Code fire test requirements.

### C. Budget Estimates

KN-95 Masks				
Name	QTY	Cost	QTY	Cost
Jed	1	\$3	5	\$15
Jose	1	\$3	5	\$15
Nick	1	\$3	5	\$15
Kelvin	1	\$3	5	\$15
Ralph	1	\$3	5	\$15
Jeff	1	\$3	5	\$15
Londell	1	\$3	5	\$15
Total Weekly		\$21		\$105
Total Monthly (4 weeks)		\$84		\$420
Total 6 months (26 weeks)		\$546		\$2,730
Total 1 Year (52 weeks)		\$1,092		\$5,460

#### 3-Ply Masks

Cost	QTY	# of People	Total
\$0.58	1	1	\$0.58
\$0.58	30	1	\$17.40
\$0.58	30	40	\$696.00
\$0.58	30	50	\$870.00
Total Per Month/50p			\$870.00
Total 6 months /50p			\$5,220.00
Total 12 months/50p			\$10,440.00



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

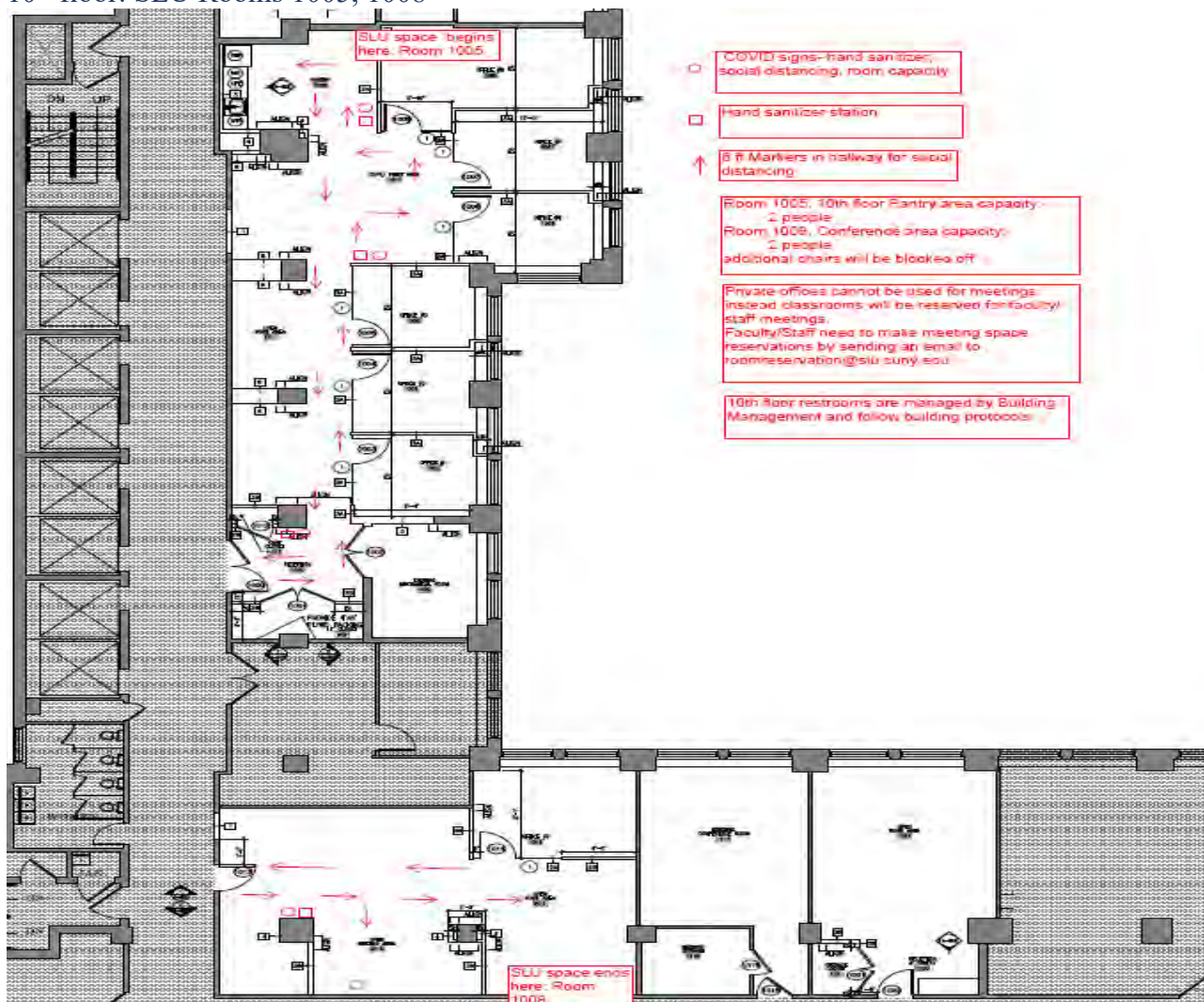
## Sneeze Guards

Name	QTY	Cost	QTY	Cost	QTY	Cost	NOTES
<b>19th floor</b>							
Andrea	1	\$195	2	\$390	3	\$585	
Anne	1	\$195	2	\$390	3	\$585	
Cherise	1	\$195	2	\$390	3	\$585	
Empty	1	\$195	2	\$390	3	\$585	
Irene	1	\$195	2	\$390	3	\$585	
John Conway	1	\$195	2	\$390	3	\$585	
John Treat	1	\$195	2	\$390	3	\$585	
Jojo	1	\$195	2	\$390	3	\$585	
Karen	1	\$195	2	\$390	3	\$585	
Keysha	1	\$195	2	\$390	3	\$585	
Lisset	1	\$195	2	\$390	3	\$585	
Melanie	1	\$195	2	\$390	3	\$585	
Nana	1	\$195	2	\$390	3	\$585	
Orson	1	\$195	2	\$390	3	\$585	
Rob	1	\$195	2	\$390	3	\$585	
Roni/Laurie	1	\$195	2	\$390	3	\$585	
Rose	1	\$195	2	\$390	3	\$585	
Sean	1	\$195	2	\$390	3	\$585	
Walter	1	\$195	2	\$390	3	\$585	
Zen	2	\$390	2	\$390	3	\$585	
<b>18th Floor</b>							
Aaron	1	\$195	2	\$390	3	\$585	
Jed/Jose	1	\$195	2	\$390	3	\$585	
Jeff	1	\$195	2	\$390	3	\$585	
Kelvin	1	\$195	2	\$390	3	\$585	
Marie	1	\$195	2	\$390	3	\$585	
Michael Lalan	1	\$195	2	\$390	3	\$585	
Michael Rymer	1	\$195	2	\$390	3	\$585	
Nadhia	1	\$195	2	\$390	3	\$585	
Nick	1	\$195	2	\$390	3	\$585	
Padraig	1	\$195	2	\$390	3	\$585	
Priscilla	1	\$195	2	\$390	3	\$585	
Ralph	1	\$195	2	\$390	3	\$585	
Writing Tutor	1	\$195	2	\$390	3	\$585	
Writing Tutor	1	\$195	2	\$390	3	\$585	
Writing Tutor	1	\$195	2	\$390	3	\$585	
Writing Tutor	1	\$195	2	\$390	3	\$585	
Room 1815							may need a wall size sneeze guard unit
<b>10th floor-Room 1005</b>							
							<b>NOTES</b>
Diana	1	\$195	2	\$390	3	\$585	may need a wall size sneeze guard unit
Accountant	1	\$195	2	\$390	3	\$585	may need a wall size sneeze guard unit
Shana	1	\$195	2	\$390	3	\$585	may need a wall size sneeze guard unit
Katiana	1	\$195	2	\$390	3	\$585	may need a wall size sneeze guard unit

## Cleaning Supplies

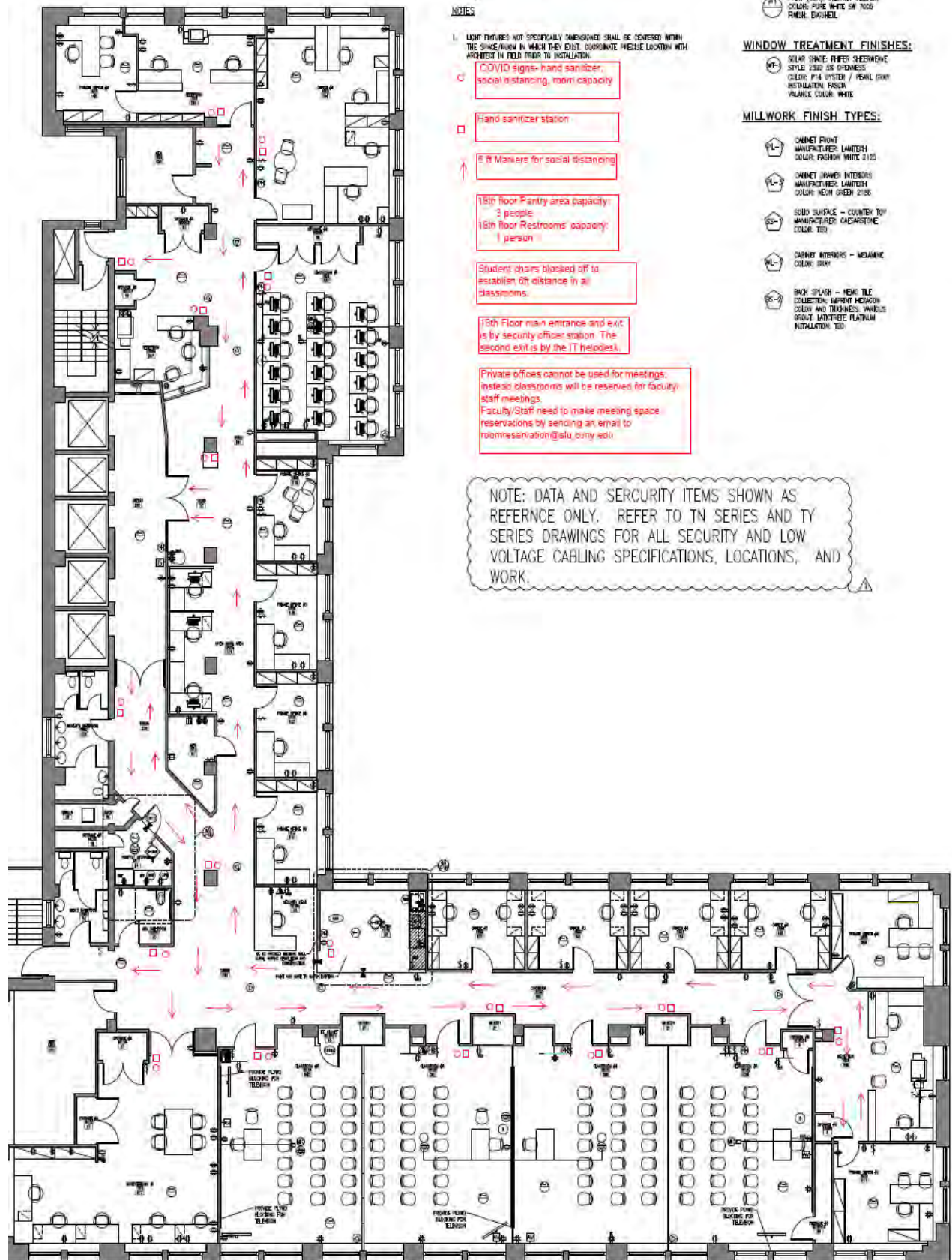
Item	QTY	Cost	Notes
Paper Towels	8	\$ 179.44	12. 200 Sheets per case
Lysol All Purpose Cleaners	8	\$ 401.52	4 Gallon Jugs Per case
Lysol Disinfectant Spray	3	\$ 271.80	12. 19 Oz. cans per case
Lysol Wipes	5	\$ 217.00	6. 80 CT per case
Bleach	2	\$ 37.74	3. 121 oz jugs per case
Hand Sanitizer Wall Units	40	\$ 147.20	
Foam Hand Sanitizer refill	20	\$ 1,260.00	1200 ML refill
Masks	150	\$ 639.00	150 boxes of 50 masks
One Month of supplies		\$ 3,153.70	
Three Months of supplies		\$ 9,019.50	
Six Months of supplies		\$ 18,039.00	
Nine Months of supplies		\$ 27,058.50	
1 year of supplies		\$ 36,078.00	

## D. Social Distancing and Signage

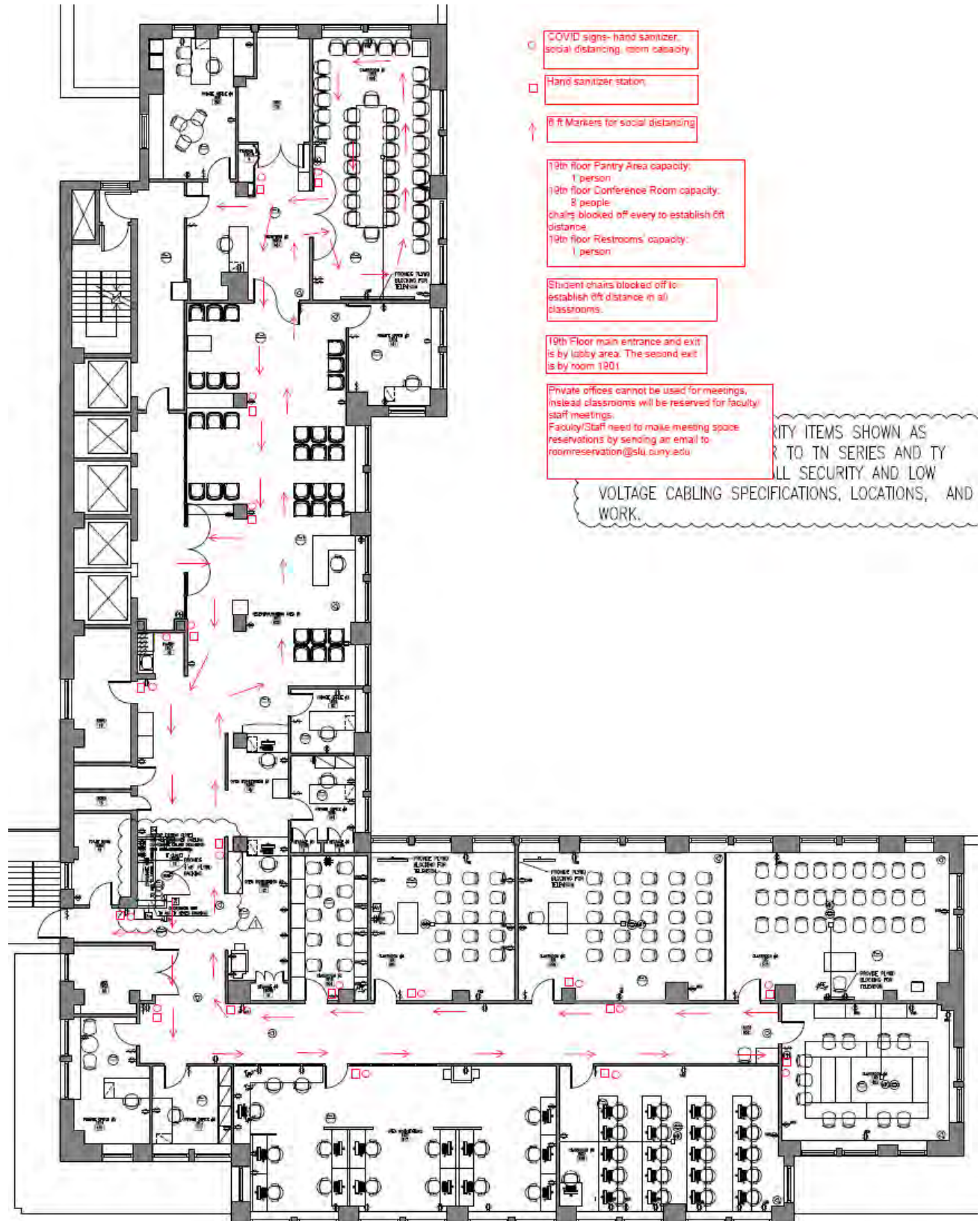
10<sup>th</sup> floor: SLU Rooms 1005, 1008



18<sup>th</sup> Floor



19<sup>th</sup> Floor





6 Feet Social Distancing Seating Sign (New):



3 Feet Social Distancing Sign Samples (New):



E. Space Capacity

Space Capacity Signs (New):

**F. Road to Reopening Level II Variables (New)**



**Road to Reopening at LEVEL II- DRAFT- discussed at 2/24/21 meeting**

**Scope of Levels of Access**

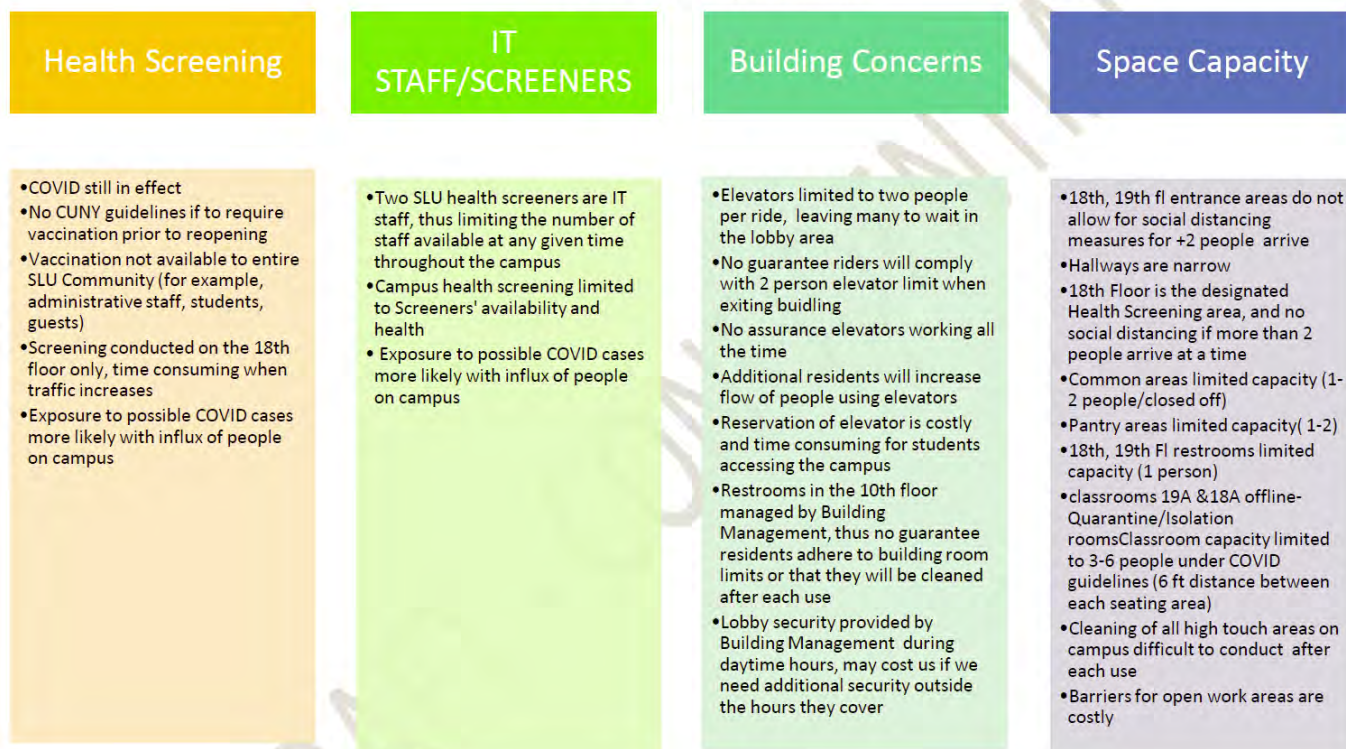
- The goal is to ensure the safety and well-being of all school personnel and students
- Ensures that the School continues to function effectively and efficiently to carry out its mission
- Provides the necessary supports for students, faculty and staff as the School transitions to complete re-opening
- Complies with CUNY, City and State requirements for re-opening

**Road to Reopening**

Level I- Limited	Level II-Hybrid
<ul style="list-style-type: none"><li>•Classes conducted remotely</li><li>•Campus is open Monday, Wednesdays, and Fridays 9am- 6pm.</li><li>•Access to the campus is by appointment only.</li><li>•IT in-person campus hours: 9:30am-6:00pm</li><li>•Student Services provided remotely</li><li>•In-Person Services: IT technology support for students, faculty, and staff</li><li>•Health Screening conducted on the 18<sup>th</sup> floor entrance area<ul style="list-style-type: none"><li>•Viewing of <i>Return to Work</i> Video on Blackboard</li><li>•Everbridge App</li><li>•SLU Health Screening Form</li><li>•SLU temperature check</li></ul></li><li>•Lobby Security provided through Building Management limited to daytime hours</li><li>•One security officer covering our floors</li></ul>	<ul style="list-style-type: none"><li>•Classes conducted remotely</li><li>•Campus is open Monday thru Thursday 9am to 6pm.</li><li>•Access to campus is by appointment only.</li><li>•IT in-person campus hours: Monday- Thursday, 9:30am- 6:00pm</li><li>•Student services provided remotely and in-person, if needed</li><li>•In-Person Services: Student printing and computer use Monday-Thursday (19<sup>th</sup> Fl: 19B, 19C, 19D, 1923, and lab)</li><li>•Health Screening conducted on the 18<sup>th</sup> floor entrance area<ul style="list-style-type: none"><li>•Viewing of <i>Return to Work</i> Video on Blackboard</li><li>•Everbridge App</li><li>•SLU Health Screening Form</li><li>•SLU temperature check</li></ul></li><li>•Lobby Security provided by Building Management limited to daytime hours</li><li>•One security officer covering our floors</li></ul>

## G. Variables Impacting Reopening (New)

### Variables Impacting Reopening:

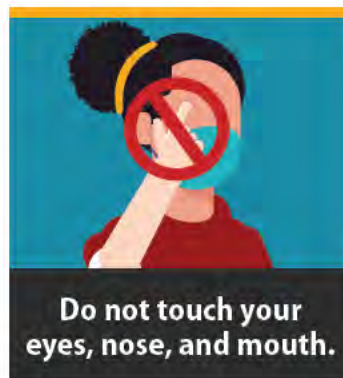




H. COVID Signs (updated)

# Stop the Spread of Germs

**Help prevent the spread of respiratory diseases like COVID-19.**



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

316917-A May 13, 2020 11:00 AM

# STOP THE SPREAD OF CORONAVIRUS: MAINTAIN SIX FEET OF DISTANCE

All New Yorkers must wear a face covering when outside their home if unable to maintain at least 6 feet of distance between themselves and others.

New York State Executive Order No. 202.17.



Text **COVID** to **692-692** for real-time updates  
or visit **[nyc.gov/coronavirus](https://nyc.gov/coronavirus)**.

Call **311** to report harassment, discrimination, or a violation.

*\*Messages and data rates may apply. Check your wireless provider plan for details.*



# Protect yourself from COVID-19 and stop the spread of germs.



**Wash your hands** thoroughly with soap and water **for at least 20 seconds**, especially before eating.



**Avoid close contact** with people who are sick and stay home if you are sick.



**Avoid touching** your eyes, nose, and mouth.



**Stay home** as much as possible. **Everyone** – even young people and those who feel well.



If you must go out, **stay at least 6 feet away** from others.



**You must wear a face mask or face covering in public** when social distancing (staying 6 feet apart) is not possible, especially on public transport, in stores and on crowded sidewalks.



**Cover your cough or sneeze** with a tissue, then throw the tissue in the trash.



**Clean and disinfect** frequently touched objects and surfaces.

**Stay Home. Stay Safe. Save Lives.**  
[www.ny.gov/coronavirus](http://www.ny.gov/coronavirus)



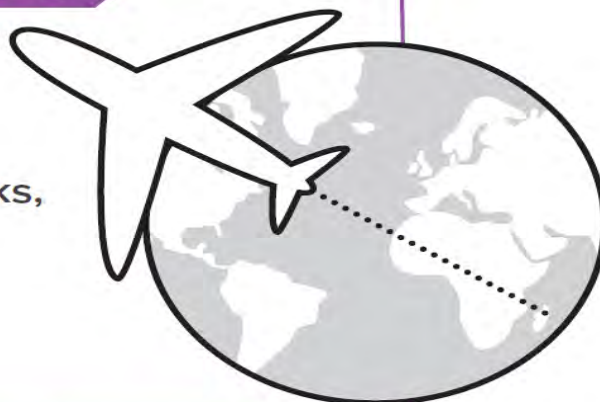
Department  
of Health



# ATTENTION

**IF YOU**

have traveled outside of the  
United States in the past two weeks,



**AND YOU HAVE**



**Fever, cough or shortness of breath,**

**TELL STAFF IMMEDIATELY!**



**Cover your coughs  
and sneezes**

Use your sleeve or a tissue,  
not your hands.



**Wash your hands**

Wash hands for at least  
20 seconds or use an  
alcohol-based hand sanitizer.



**Avoid touching  
your face**

Do not touch your eyes, nose  
or mouth with unwashed hands.

Call **311** or visit **[nyc.gov/health/coronavirus](https://nyc.gov/health/coronavirus)**  
for the latest information.



## I. Draft. Reopening Plans (previously submitted)



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

**DRAFT** Re-Opening Plan

Scope of Levels of Access

- The goal is to ensure the safety and well-being of all school personnel and students
- Ensures that the School continues to function effectively and efficiently to carry out its mission
- Provides the necessary supports for students, faculty and staff as the School transitions to complete re-opening
- Complies with CUNY, City and State requirements for re-opening

Academic Affairs

LEVEL ONE: Restricted Access	Spatial/Safety Requirements	Scheduling	Personnel	Implementation
	Insufficient spatial requirements in classrooms	Courses will be offered via Distance Education -synchronous -asynchronous	Faculty	-Faculty Development (summer and fall) on delivering Distance Learning Pedagogy -Content Management Systems -Blackboard -Academic Commons -ZOOM -remote access
	Insufficient spatial requirements in faculty offices	-Office hours will be conducted remotely -Meetings will be conducted remotely	Faculty Office of Academic Affairs (OAA) Staff	Various mediums: ZOOM, Office 365, Blackboard, etc.

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	Staff, Faculty, Student visit campus as needed  (masks are required to access facility)	-Schedule with Facilities to schedule visit to campus	Faculty OAA Staff	As requested by individuals
LEVEL TWO: Advanced Access	Spatial/Safety Requirements	Scheduling	Personnel	Implementation
	Complete cleaning of SLU and building  Safety protocols are in place including: -spatial distancing -cleaning protocols -health protocols  (masks are required to access facility)	Hybrid model (part of class in person and part offered remotely)  OAA staggered schedule on campus  Schedule of Meetings held on campus and remotely	Faculty OAA Staff	-Faculty and OAA meeting to develop schedule -OAA provided schedule
LEVEL THREE: Fully Open	Spatial/Safety Requirements	Scheduling	Personnel	Implementation
	Follow State, City, and CUNY guidelines  Complete cleaning of SLU and building	Face-to-Face Classes  Faculty return to offices OAA return to offices	Faculty OAA Staff	-Face-to-Classes -Physical Office Hours -Physical Meetings

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## Student Affairs

LEVEL ONE: Limited Access	Spatial Requirements	Scheduling	Personnel	Implementation
	Insufficient spatial requirements in classrooms	Advising and student services will be offered remotely via phone or existing online platforms (e.g. Zoom, email, WC Online, Microsoft Teams)	Student Affairs (SA) Staff Advisors Student services Staff	-Virtual campus community initiative (series of student events to be offered in the fall to engage students) -Web portal with student resources - Communicate update to students
	Insufficient spatial requirements in faculty offices	Student meetings will be conducted remotely via phone or existing online platforms	SA Staff Advisors Student services Staff	- Various mediums: Zoom, email, WC Online, Microsoft Teams etc. - Communicate update to students
	Staff, Faculty, Students visit campus as needed  (masks are required to access facility)	Coordinate with facilities to schedule visit to campus	SA Staff Advisors Student services Staff Students	As requested by Staff and Students
LEVEL TWO: Advanced Access	Spatial Requirements	Scheduling	Personnel	Implementation

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	Complete cleaning of SLU and building  Safety protocols are in place including: -spatial distancing -cleaning protocols in place -health protocols in place  (masks are required to access facility)	Hybrid model (some student services offered on campus and remotely)  Student affairs staggered work schedule on campus  Schedule of student services and meetings to be held on campus and remotely	SA Staff Advisors Student services Staff	- SA develop preliminary plan for student services on campus and remotely - SA and OAA meet to finalize plan - Communicate update to students
LEVEL THREE: Fully Open	Spatial Requirements	Scheduling	Personnel	Implementation
	Follow State, City, and CUNY guidelines          Complete cleaning of SLU and building	In-person advising and student services  SA/advising/student services Staff return to campus	SA Staff Advisors Student services Staff	- In-person services - Communicate update to students  - In-person meetings, advising and student services - Communicate update to students

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## Enrollment Management (Enrollment Services, Bursar, Registrar)

LEVEL ONE: Limited Access	Spatial Requirements	Scheduling	Personnel	Implementation
	Insufficient spatial requirements in classrooms	Classes held through distance learning	Faculty, Students	Zoom, Blackboard
	Insufficient spatial requirements in faculty offices  Staff, Faculty, Students visit campus as needed  (masks are required to access facility)	Enrollment & Admissions: All recruitment and admissions practices implemented for Spring and Summer 2020 would continue virtually through Fall 2020	Enrollment & Admissions Staff	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
		Bursar: Offsite (Telecommuter); Operations approval required	Michael Giliberti, Shana Palladino, Jondreni Cuervo	Microsoft Office, CRM software, video conferencing, daily/weekly activity tracking  Bursar onsite as needed for payment processing
		Registrar: Office hours will be conducted remotely -Meetings will be conducted remotely  Schedule with Facilities to schedule visit to campus	Registrar Staff	Various mediums: ZOOM, Office 365, TEAMS, etc.  As requested by individuals

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LEVEL TWO: Advanced Access	Spatial Requirements	Scheduling	Personnel	Implementation
	Complete cleaning of SLU and building  Safety protocols are in place including: -spatial distancing -cleaning protocols -health protocols  (masks are required to access facility)	Enrollment & Admissions: Limited on campus activities would resume and be restricted to mail collection for application document processing  Virtual events	Enrollment & Admissions Staff	All recruitment events would be offered in a virtual setting On-campus visits would be handled by appointment only in accordance with guidelines that preserve social distancing practices and masks for staff and students in meetings
		Bursar: Hybrid (Onsite + Telecommute)	Michael Giliberti, Shana Palladino, Jondreni Cuervo	Michael Giliberti: Mon/Tues; Shana Palladino: Wed/Thurs; Jondreni Cuervo: Mon/Fri
		Registrar: Staggered schedule on campus; Schedule of Meetings held on campus and remotely; Continued efforts to follow safe protocols	Registrar Staff	Staff will develop adjusted schedule of fulltime staff
LEVEL THREE: Fully Open	Spatial Requirements	Scheduling	Personnel	Implementation
	Follow State, City, and CUNY guidelines  Complete cleaning of SLU and building	Enrollment & Admissions: resume in-person business practices in place prior to School closure in March	Enrollment & Admissions Staff	On-campus activities to resume include information sessions, application days, personal statement writing workshop and open houses for prospective students Application file processing

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				would resume to an in-office activity for mail collection and application document processing
		Bursar: Onsite (business as usual)	Michael Giliberti, Shana Palladino, Jondreni Cuervo	Students/Staff notified. Onsite operations resume at the end of Level 2
		Registrar: Back to business as usual; Follow continued protocols to safe return	Registrar Staff	Face to face meetings and regular work schedules

### Administrative Services (Facilities, Information Technology, Business Office, Communications, Human Resources)

LEVEL ONE: Limited Access	Spatial Requirements	Scheduling	Personnel	Implementation
	Insufficient spatial requirements in classrooms, common areas  Insufficient spatial requirements in offices	Classes held through Distance Learning; public events held remotely; reservations of space on hold  Facilities: Prepping space for social distancing and promoting health and safety of space  Faculty and Staff working remotely and meetings are held remotely	Faculty, Staff, students, guests  Facilities: Operations team Faculty, Staff	Zoom, Blackboard, Academic Commons, remote access, laptop loaner program, email notifications  Taping off student chairs every 6 ft, taping off seating in common areas every 6ft, placing floor signs to keep social distancing and directing traffic, placing CDC/NYS Dept of Health signs

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		Visiting SLU as needed		Zoom, Teams, Webex, remote access, laptop lending  Prior approval required to visit SLU Tracking mail, and COVID expenses
		Information Technology: Working remotely and all meetings held virtually  Working from SLU as needed	Information Technology Staff	Zoom, Teams, Webex, remote access, laptop lending; providing SLU employees with needed software and remote access; Ordering laptops as needed; continue providing IT services to all  Prior approval needed to work from SLU Sorting mail, tracking CUNY construction and COVID expenses
		Business Office: Working remotely and all meetings held virtually  Visiting SLU as needed	Budget Team	Zoom, Teams, Webex, remote access, laptop lending  Prior approval required to visit SLU  Tracking mail, and COVID expenses
		Communications: Working remotely and all meetings held virtually	Communications Team	Zoom, Teams, Webex, remote access, laptop lending

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		<b>Human Resources:</b> Working remotely and all meetings held virtually	Human Resource Staff	Zoom, Teams, Webex, remote access, laptop lending
	<b>Staff, Faculty, Students visit campus as needed</b>  (masks are required to access facility)	<b>Facilities:</b> Any planned visits to SLU will need to be first reported to and approved by Burt Sacks  Visiting SLU as needed	Operations Team, Faculty, Staff	Email date and time to Burt Sacks for approval, and cc Nelly Benavides Nelly will coordinate the visit with Building Security and IT  Prior approval required to visit SLU  Tracking mail, and COVID expenses
		<b>Information Technology:</b> Continue providing IT services to Faculty, Staff, Students  Working from SLU as needed	Information Technology Staff, Faculty, Staff	Adhering to laptop lending program for students and staff; providing SLU employees with needed software and remote access; Ordering laptops as needed; continue providing IT services to all  Prior approval required to work at SLU.  Sorting mail, tracking CUNY construction, and COVID expenses
		<b>Business Office:</b> Prioritizing PPE purchases of supplies	Operations Team, Budget Team	Allocating funds for the purchase of masks, disinfecting cleaning supplies, gloves, and Plexiglas for open IT area

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		Visiting SLU as needed		Prior approval required to visit SLU  Tracking all COVID expenses
		<b>Communications:</b> Communicating updated processes and policies to SLU Community  Visiting SLU as needed	Communications Team	Sending SLU campus updates to Faculty, Staff, and Students via email, newsletter, and on website  Prior approval required to visit SLU
		<b>Human Resources:</b> Communicating faculty and staff resources available to keep a life & work balance	Human Resource Staff	Routinely sending emails to SLU employees of resources available during this pandemic
<b>LEVEL TWO:</b> Advanced Access (hybrid model)	<b>Spatial Requirements</b>	<b>Scheduling</b>	<b>Personnel</b>	<b>Implementation</b>
	<b>Complete cleaning of SLU and building</b>	<b>Facilities:</b> Daytime and evening cleaning and disinfecting of space, especially of high touch areas	SLU Custodial Asst, and Building Management's cleaning staff	Purchase and stock disinfecting cleaning supplies and schedule routine thorough cleaning of facility prior to the start of the term(s) and as needed  Checklist for daytime cleaning created on a daily and weekly basis, and updated as needed  <a href="#">Following COVID-19 cleaning and disinfecting guidelines</a>

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		<p>Upon reports of COVID-19 thorough cleaning of all areas will take place that evening</p> <p>Attend COVID-19 trainings on how to clean and disinfect</p>	SLU Custodial Asst.	<p>COVID-19 Persons of Contact will communicate information to Health Screener and Building Management to get cleaning and contact tracing started</p> <p>Attended PSC's training, and will continue to attend other trainings relevant to the work</p>
		IT: N/A		
		Business Office: N/A		
		Communications: N/A		
		Human Resources: N/A		
	<p>Safety protocols are in place including: -spatial distancing -cleaning protocols -health protocols</p> <p>(masks are required to access facility)</p> <p>All SLU employees, students, vendors, and visitors are required to wear masks to</p>	<p>Facilities: Social distancing promoted within the classrooms and faculty provided with classroom kits</p> <p>Social distancing in common areas floor signs in place; Restroom occupancy limited to 50% capacity and 6ft social</p>	Operations Team	<p>Classroom student chairs will be taped off every 6 ft, rooms reserved for classes as needed. Faculty kits will consist of faculty's own markers and dry eraser wipes for them to use within the classroom.</p> <p>Taping off seating in common areas every 6 ft, placing floor signs to keep social distancing and directional signs in place,</p>

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	enter building and while inside SLU facility	<p>distancing (1 or 2 people at time)</p> <p>Faculty, Staff provided with masks, gloves, disinfecting wipes; and Plexiglas barriers installed</p> <p>Creating hand sanitizing stations, and PPE stations on campus</p> <p>COVID-19 Contact Persons identified</p> <p>Health Screening- dedicated health staff screens staff prior to coming in to work, upon arriving at work, and</p>	<p>Burt Sacks, Nelly Benavides</p> <p>TBD (per NY State guidelines pertaining to office buildings and CUNY guidelines)</p>	<p>placing CDC/NYS Dept of Health signs throughout common areas- lounges, pantries, restrooms, hallways</p> <p>SLU provides masks, gloves, hand sanitizers, disinfecting wipes to SLU faculty, staff working at SLU; Plexiglas installed by IT helpdesk and 19<sup>th</sup> Floor reception desk</p> <p>Placing wall mounted hand sanitizers by key high touch areas- entrances, pantry areas, classrooms, and restrooms. PPE stations- locations where people can get masks, gloves, disinfecting wipes, and first aid kits: 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk; 1005 pantry area; 1008 conference table area</p> <p>Proceeds with established reporting protocols when COVID-19 cases are reported.</p> <p>Keeps track of all faculty and staff attendance to SLU and contacts necessary parties when a COVID-19 case is reported</p>
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		completes contact tracing when needed		
		Staggered workforce schedules to reduce capacity in large work areas and floors	Faculty, Staff	Staff schedules will include times staff work, if visiting SLU the floors they visit, and if visiting other CUNY/Non-CUNY locations Supervisors will report staff schedules per month to the Dean of Operations and Administration This will assist with contact tracing if a COVID-19 case is reported.
		Meetings in private offices are not allowed at this time.	Faculty, Staff	Faculty, Staff will need to reserve a dedicated meeting space for meetings through <a href="mailto:roomreservation@slu.cuny.edu">roomreservation@slu.cuny.edu</a>
		Reservation of classroom during the day for staff to meet in and work from	Faculty, Staff	Facility will block off classrooms during the daytime and reserve classrooms for SLU activities
		Daytime and evening cleaning and disinfecting of space, especially of high touch areas	Custodial Staff, Building Management's Cleaning Staff	Routine cleaning and disinfecting of all SLU spaces will continue
		Taking Personal Responsibility	Faculty, Staff, Students, Vendors, Guests	-Completing checklist prior to returning to work; -wearing masks at all times;

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				<ul style="list-style-type: none"> <li>-washing hands for 20 seconds, per CDC guidelines;</li> <li>-using hand sanitizers in common areas;</li> <li>-using disinfecting wipes for desk areas as needed;</li> <li>-performing health self-check at home prior to coming in to work;</li> <li>-reporting to their supervisor if they came in contact with COVID-19 case, have symptoms, or have high health risks;</li> <li>-leaving desk areas clear to help custodial staff clean surface areas</li> <li>-maintaining social distancing of 6 ft at all times</li> </ul>
		IT: Cleaning of SLU technology equipment: borrowed equipment/laptops, student computers in computer lab, instructors' computers in computer classrooms	Information Technology Staff	Using disinfecting wipes to clean technology equipment onsite and any items that are returned
		Business Office: Staggered work schedules in place	Budget Team	Schedules provided to Associate Dean of Operations and Administration
		Communications: Staggered work schedules in place	Communications Team	Sending SLU campus updates to Faculty, Staff, and Students

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				via email, newsletter, and on website  Prior approval required to visit SLU
		Human Resources: Staggered work schedule in place	Human Resource Staff	Meetings will take place virtually or in-person, as needed.
<b>LEVEL THREE: Fully Open</b>	<b>Spatial Requirements</b>	<b>Scheduling</b>	<b>Personnel</b>	<b>Implementation</b>
	Follow State, City, and CUNY guidelines  Complete cleaning of SLU and building	Facilities: Staff and Faculty return to regular in-person work schedules  In-person classes and events resume.  Reservation of space resumes  Daytime and evening cleaning and disinfecting of space, especially of high touch areas continues.	Faculty, Staff, Students, Vendors, Guests  Custodial Assistant, building management cleaning crew	In-Person work activities resume as scheduled.  Purchase and stocking of disinfecting cleaning supplies and schedule routine thorough cleaning of facility prior to the start of the term(s) and as needed.  Checklist for daytime cleaning created on a daily and weekly basis, and updated as needed.  <a href="#">Following COVID-19 cleaning and disinfecting guidelines</a>
		IT: Cleaning of SLU technology equipment: borrowed equipment/laptops, student	Information Technology Staff	Using disinfecting wipes to clean technology equipment onsite and any items that are returned.

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		computers in computer lab, instructors' computers in computer classrooms		
		Business Office: N/A		
		Communications: N/A	Business as usual and all in-person activities taking place	
		Human Resources: N/A		

### The Murphy Institute- Worker Education\*

<b>LEVEL ONE: Limited Access</b>	<b>Spatial Requirements</b>	<b>Scheduling</b>	<b>Personnel</b>	<b>Implementation</b>
	In-sufficient spatial requirements in classrooms	Classes and workshops held through distance learning	Instructor, Students, Worker Ed. support staff	Zoom, MS Teams for Classroom, Dropbox and MS SharePoint
	In-sufficient spatial requirements in faculty offices	-Office hours and tutoring will be conducted remotely -Meetings will be conducted remotely	Instructor, Tutor, staff	Various mediums: ZOOM, Office 365, Blackboard, etc.
	In-sufficient spatial requirements in offices	Advising and meeting with students will be conducted remotely via phone or existing online platforms	Worker Education staff Advisors Site Coordinators	Various mediums: Zoom, email, WC Online, Microsoft Teams etc. - Communicate update to students

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		All staff work remotely, and all meetings held virtually	Worker Education staff Advisors Site Coordinators	- Various mediums: Zoom, email, Phone, Microsoft Teams etc., MS 365 - Communicate update to staff
	Staff, Faculty, Student visit campus as needed  (masks are required to access facility)	Coordinate with facilities to schedule visit to campus	Worker Education staff Advisors Instructor Students * off campus staff follow their campus guidelines	As requested by staff and students
<b>LEVEL TWO: Advanced Access</b>	<b>Spatial Requirements</b>	<b>Scheduling</b>	<b>Personnel</b>	<b>Implementation</b>
	Complete cleaning of SLU and building  Safety protocols are in place including: -spatial distancing -cleaning protocols in place -health protocols in place  (masks are required to access facility)	All workshops and information sessions held virtually  Hybrid model - some classes, some services and advising offered on campus and remotely  Worker Education staff staggered work schedule on campus	Worker Education staff Instructors Advisors Tutors	All workshops and recruitment events would be offered in a virtual setting.  On campus advising sessions would be handled by appointment only in accordance with guidelines that preserve social distancing practices and masks for staff and student in meeting.  Worker Education provide schedule

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		Schedule of meetings to be held on campus and remotely		
<b>LEVEL THREE: Fully Open</b>	<b>Spatial Requirements</b>	<b>Scheduling</b>	<b>Personnel</b>	<b>Implementation</b>
	Follow State, City, and CUNY guidelines  Complete cleaning of SLU and building	In person Classes and workshop  In person advising and support services  Worker Education staff return to campus	WE staff Advisors Student services staff	- In person workshops, classes and services - Communicate update to students and staff

\* Off-campus Worker Education staff follow their campus guidelines.

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**J. Reopening Plan LEVEL II (updated)****Academic Affairs**

LEVEL TWO: Advanced Access	Spatial/Safety Requirements	Scheduling	Personnel	Implementation
	<p>Complete cleaning of SLU and building</p> <p>Safety protocols are in place including:</p> <ul style="list-style-type: none"> <li>-spatial distancing</li> <li>-cleaning protocols</li> <li>-health protocols</li> </ul> <p>(masks are required to access facility)</p>	<p>Distance Learning and in-person classes- given classroom size in relation to social distancing requirements (6 ft distance between chairs), it is physically impossible to provide a safe face-to-face instruction in classrooms (see attached floor plans). Fall 2021 classes will remain online.</p> <p>OAA staggered schedule on campus</p> <p>Staggered work schedules: 6ft Social Distancing: Remote &amp; in-person once/twice a week (Tues.)</p> <p>3ft Social Distancing: Remote &amp; in-person Monday-Friday</p> <p>Meetings in private offices are not allowed at this time.</p> <p>Schedule of Meetings held on campus and remotely</p>	<p>Faculty OAA Staff</p>	<p>-Faculty and OAA meeting to develop schedule</p> <p>-OAA provided schedule</p>

## Student Affairs

LEVEL TWO: Advanced Access	Spatial Requirements	Scheduling	Personnel	Implementation
	<ul style="list-style-type: none"> <li>Complete cleaning of SLU and building</li> <li>Safety protocols are in place including:               <ul style="list-style-type: none"> <li>-spatial distancing</li> <li>-cleaning protocols in place</li> <li>-health protocols in place</li> </ul> </li> </ul> <p>(masks are required to access facility)</p>	<p><del>Hybrid model (some student services offered on campus and remotely)</del></p> <p>Student offerings will remain mostly online (workshops, appt with advisors, etc.) with face-to-face exceptions as needed.</p> <p>Student Affairs staggered work schedule on campus</p> <p>Staggered work schedules:  <u>6ft Social Distancing:</u>          Remote &amp; in-person once/twice a week (Wed.)</p> <p><u>3ft Social Distancing:</u>          Remote &amp; in-person Monday-Friday</p> <p>Meetings in private offices are not allowed at this time.</p> <p>Schedule of student services and meetings to be held on campus and remotely</p> <p>In-Person Support by Appointment ONLY.</p>	<p>SA Staff Advisors Student services Staff</p>	<p>- SA develop preliminary plan for student services on campus and remotely</p> <p>- SA and OAA meet to finalize plan</p> <p>- Communicate update to students</p>



		<p>Remote &amp; in-person once/twice a week (Mon.)</p> <p><u>3ft Social Distancing:</u> Remote &amp; in-person Monday-Friday</p> <p>Meetings in private offices are not allowed at this time.</p> <p><u>In-Person Support by Appointment ONLY.</u></p>		
		<p><b>Registrar:</b> Staggered schedule on campus; Schedule of Meetings held on campus and remotely; Continued efforts to follow safe protocols</p> <p><u>Staggered work schedules:</u> <u>6ft Social Distancing:</u> Remote &amp; in-person once/twice a week (Tues.)</p> <p><u>3ft Social Distancing:</u> Remote &amp; in-person Monday-Friday</p> <p>Meetings in private offices are not allowed at this time.</p> <p><u>In-Person Support by Appointment ONLY.</u></p>	Registrar Staff	Staff will develop adjusted schedule of fulltime staff

## Enrollment Management (Enrollment Services, Bursar, Registrar)

LEVEL TWO: Advanced Access	Spatial Requirements	Scheduling	Personnel	Implementation
	<ul style="list-style-type: none"> <li>Complete cleaning of SLU and building</li> <li>Safety protocols are in place including:               <ul style="list-style-type: none"> <li>-spatial distancing</li> <li>-cleaning protocols</li> <li>-health protocols</li> </ul> </li> </ul> <p>(masks are required to access facility)</p>	<p><b>Enrollment &amp; Admissions:</b> Limited on campus activities would resume and be restricted to mail collection for application document processing</p> <p>Virtual events</p> <p><u>Staggered work schedules:</u> <u>6ft Social Distancing:</u> Remote &amp; in-person once/twice a week (Thurs.)</p> <p><u>3ft Social Distancing:</u> Remote &amp; in-person Monday-Friday</p> <p>Meetings in private offices are not allowed at this time.</p> <p><u>In-Person Support by Appointment ONLY.</u></p>	Enrollment & Admissions Staff	All recruitment events would be offered in a virtual setting. On-campus visits would be handled by appointment only in accordance with guidelines that preserve social distancing practices and masks for staff and students in meetings
		<p><b>Bursar:</b> Hybrid (Onsite + Telecommute)</p> <p><u>Staggered work schedules:</u> <u>6ft Social Distancing:</u></p>	Michael Giliberti, Shana Palladino, Jondreni Cuervo	Michael Giliberti: Mon/Tues; Shana Palladino: Wed/Thurs; Jondreni Cuervo: Mon/Fri

### Administrative Services (Facilities, Information Technology, Business Office, Communications, Human Resources)

LEVEL TWO: Advanced Access (Distance Learning and in-person model)	Spatial Requirements	Scheduling	Personnel	Implementation
	<ul style="list-style-type: none"> <li>• Complete cleaning of SLU and building</li> <li>• Safety Protocols are in place including:               <ul style="list-style-type: none"> <li>-spatial distancing</li> <li>-cleaning protocols</li> <li>-health protocols</li> </ul> </li> </ul> <p>(masks are required to access facility)</p> <p>All SLU employees, students, vendors, and visitors are required to wear masks to enter building and while inside SLU facility</p>	<p><b>Facilities:</b></p> <ul style="list-style-type: none"> <li>• Daytime and evening cleaning and disinfecting of space, especially of high touch areas. Upon reports of COVID-19 thorough cleaning of all areas will take place per NYS &amp; CDC guidelines. Attend COVID-19 trainings on how to clean and disinfect.</li> </ul> <p>Staggered workforce schedules to reduce capacity in large work areas and floors. Reservation of classroom during the day for staff to meet in and work from.</p> <p>Meetings in private offices are not allowed at this time.</p> <p>Taking Personal Responsibility</p>	<p>Custodial Staff, Operations Team, Health Screeners;</p> <p>Faculty, Staff, Students, Vendors, Guests</p>	<p>Facilities/Operations Team</p> <ul style="list-style-type: none"> <li>• Purchase and stock disinfecting cleaning supplies and schedule routine thorough cleaning of facility prior to the start of the term(s) and as needed. Checklist for daytime cleaning created on a daily and weekly basis, and updated as needed.</li> <li>• <a href="#">Following COVID-19 cleaning and disinfecting guidelines</a>. Per NY State guidelines pertaining to office buildings and CUNY guidelines)</li> <li>• PPE stations- locations where people can get masks, gloves, disinfecting wipes, and first aid kits: 19<sup>th</sup> floor reception desk, 18<sup>th</sup> floor helpdesk; 1005 pantry area; 1008 conference table area</li> <li>• Attended PSC's training, and will continue to attend other trainings relevant to the work.</li> <li>• Creating hand sanitizing stations, and PPE stations on campus. Placing wall mounted hand sanitizers by key high</li> </ul>

		<p>COVID-19 Contact Persons identified</p> <p><b>6ft Social Distancing</b>  Routine cleaning and disinfecting Monday-Friday;  Deep cleaning and disinfecting:  19<sup>th</sup> Floor: Fridays  18<sup>th</sup> Floor: Fridays  Room 1005- Wednesdays  Room 1008-Wednesdays</p> <p><b>3ft Social Distancing</b>  Routine cleaning and disinfecting Monday-Friday;  Deep cleaning and disinfecting on Fridays, and as needed.</p> <p>Meetings in private offices are not allowed at this time.</p> <p>Custodial staff available Monday- Friday.</p> <p>In-Person Support by Appointment ONLY.</p>	<p>touch areas- entrances, pantry areas, classrooms, and restrooms.</p> <ul style="list-style-type: none"> <li>• Social distancing promoted within the classrooms and faculty provided with classroom kits.</li> <li>• Social distancing in common areas floor signs in place;</li> <li>• Restroom occupancy limited to 50% capacity and 6ft social distancing (1 or 2 people at time)</li> <li>• SLU provides masks, gloves, hand sanitizers, disinfecting wipes to SLU faculty, staff working at SLU; Plexiglas installed by IT helpdesk and 19<sup>th</sup> Floor reception desk</li> <li>• Faculty, Staff provided with masks, gloves, disinfecting wipes; and Plexiglas barriers installed in open workstations in hallways as needed.</li> <li>• Classroom student chairs will be taped off every 6 ft, rooms reserved for classes as needed. Faculty kits will consist of faculty's own markers and dry eraser wipes for them to use within the classroom.</li> <li>• Taping off seating in common areas every 6 ft, placing floor signs to keep social distancing and directional signs in place,</li> </ul>
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				<p>placing CDC/NYS Dept of Health signs throughout common areas- lounges, pantries, restrooms, hallways</p> <ul style="list-style-type: none"> <li>• Facility will block off classrooms during the daytime and reserve classrooms for SLU activities</li> <li>• Routine cleaning and disinfecting of all SLU spaces will continue</li> </ul> <p>Health Screeners:</p> <ul style="list-style-type: none"> <li>• Health Screening- dedicated health staff screens staff prior to coming in to work, upon arriving at work, and completes contact tracing when needed</li> </ul> <p>COVID Team:</p> <ul style="list-style-type: none"> <li>• Proceed with established reporting protocols when COVID-19 cases are reported.</li> <li>• Keeps track of all faculty and staff attendance to SLU and contacts necessary parties when a COVID-19 case is reported</li> <li>• Contact tracing will continue as reported.</li> <li>• COVID-19 Persons of Contact will communicate information to Health Screener and Building Management to get cleaning and contact tracing started</li> </ul>
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				<p>Faculty, Staff:</p> <ul style="list-style-type: none"> <li>• Staff staggered work schedules based on Remote Work Agreement</li> <li>• Faculty, Staff will need to reserve a dedicated meeting space for meetings through <a href="mailto:roomreservation@slu.cuny.edu">roomreservation@slu.cuny.edu</a></li> </ul> <p>Students &amp; Student Services Staff:</p> <ul style="list-style-type: none"> <li>• Email individual student services staff to setup an appointment to have an in-person meeting</li> <li>• Student Service staff email Deputy and Associate Dean of proposed in-person meetings</li> <li>• Approvals from Deputy and/or Associate Dean will be based on occupancy levels and staffing availability</li> </ul> <p>Vendors, Guest:</p> <ul style="list-style-type: none"> <li>• Email Deputy and Dean of Administration and Operations requesting to access the campus</li> </ul> <p>ALL: Personal Responsibility:</p> <ul style="list-style-type: none"> <li>• Performing health self-check at home prior to coming in to work;</li> <li>• Reporting to their supervisor if they came in contact with</li> </ul>
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				<p>COVID-19 case, have symptoms, or have high health risks;</p> <ul style="list-style-type: none"> <li>• Emailing request to hold in-person student meetings to Deputy and Associate Dean of Administration (<a href="mailto:nelly.benavides@slu.cuny.edu">nelly.benavides@slu.cuny.edu</a>; <a href="mailto:burt.sacks@cuny.edu">burt.sacks@cuny.edu</a>);</li> <li>• Emailing request for meeting room to <a href="mailto:roomreservation@slu.cuny.edu">roomreservation@slu.cuny.edu</a>;</li> <li>• Completing health screening protocols prior and day of being on campus</li> <li>• Wearing masks at all times;</li> <li>• Washing hands for 20 seconds, per CDC guidelines;</li> <li>• Washing hand sanitizers in common areas;</li> <li>• Using disinfecting wipes for desk areas as needed;</li> <li>• leaving desk areas clear to help custodial staff clean surface areas</li> <li>• maintaining social distancing of 6 ft or 3ft social distancing at all times</li> </ul>
		<p><b>IT:</b></p> <p><u>6ft Social Distancing:</u> Remote &amp; in-person four days a week</p> <p><u>3ft Social Distancing:</u></p>	<p>Information Technology Staff; Students</p>	<p>Using disinfecting wipes to clean technology equipment onsite and any items that are returned</p> <p>Cleaning of SLU technology equipment: borrowed equipment/laptops, student</p>

		<p>In-person support available Monday-Friday</p> <p>Meetings in private offices are not allowed at this time.</p> <p><u>6ft Social Distancing:</u> Student computer access and printing will be available on the 19<sup>th</sup> floor (student lab, computer room, classrooms 19B-19D) by appt (Monday-Thursday).</p> <p><u>3ft Social Distancing:</u> Student computer access and printing will be available on the 19<sup>th</sup> floor (student lab, computer room, classrooms 19B-19D) by appt (Monday-Friday).</p> <p>IT In-Person Support by Appointment ONLY.</p>		computers in computer lab, instructors' computers in computer classrooms
		<p><b>Business Office:</b> Staggered work schedules in place Staggered work schedules: <u>6ft Social Distancing:</u> Remote &amp; in-person once/twice a week</p>	Budget Team	Schedules provided to Associate Dean of Operations and Administration

		<p><u>3ft Social Distancing:</u> Remote &amp; in-person Monday-Friday</p> <p>Meetings in private offices are not allowed at this time.</p> <p><u>In-Person Support by Appointment ONLY.</u></p>		
		<p><b>Communications:</b> Staggered work schedules in place</p> <p><u>Staggered work schedules:</u> <u>6ft Social Distancing:</u> Remote &amp; in-person once/twice a week</p> <p><u>3ft Social Distancing:</u> Remote &amp; in-person Monday-Friday</p> <p>Meetings in private offices are not allowed at this time.</p> <p><u>In-Person Support by Appointment ONLY.</u></p>	Communications Team	<p>Sending SLU campus updates to Faculty, Staff, and Students via email, newsletter, and on website</p> <p>Prior approval required to visit SLU</p>
		<p><b>Human Resources:</b> Staggered work schedule in place</p> <p><u>Staggered work schedules:</u> <u>6ft &amp; 3ft Social Distancing:</u> Remote &amp; in-person once/twice a week</p>	Human Resource Staff	<p>Meetings will take place virtually or in-person, as needed.</p>

		Meetings in private offices are not allowed at this time.		
		In-Person Support by Appointment ONLY.		

## The Murphy Institute- Worker Education\*

LEVEL TWO: Advanced Access	Spatial Requirements	Scheduling	Personnel	Implementation
	<p>Complete cleaning of SLU and building</p> <p>Safety protocols are in place including:</p> <ul style="list-style-type: none"> <li>-spatial distancing</li> <li>-cleaning protocols in place</li> <li>-health protocols in place</li> </ul> <p>(masks are required to access facility)</p>	<p>All workshops and information sessions held virtually</p> <p>Hybrid model - some classes, some services and advising offered on campus and remotely</p> <ul style="list-style-type: none"> <li>- Limited to conference room</li> </ul> <p>Staggered work schedules:</p> <p><u>6ft Social Distancing:</u> Remote &amp; in-person once/twice a week</p> <p><u>3ft Social Distancing:</u> Remote &amp; in-person Monday-Friday</p> <p>Meetings in private offices are not allowed at this time.</p>	<p>Worker Education staff Instructors Advisors Tutors</p>	<p>All workshops and recruitment events would be offered in a virtual setting.</p> <p>On campus advising sessions would be handled by appointment only in accordance with guidelines that preserve social distancing practices and masks for staff and student in meeting.</p> <p>Worker Education provide schedule</p>

		<p>Schedule of meetings to be held on campus and remotely</p> <p>In-Person Support by Appointment ONLY.</p>		
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\*Off-campus Worker Education staff follow their campus guidelines.

**K. Sample Survey Questions (Faculty and Staff) (New)**

# Return to Site Survey Faculty and Staff

Preliminary Report to Reopening Committee

Surveys completed as of 5/20/2021  
Report by SLU OIRA

1

# Return to Site Survey

## Survey Flow

Block: Intro (1 Question)  
Standard: Overall Comfort (8 Questions)  
Standard: Block 4 (1 Question)  
Standard: Communication (2 Questions)  
Standard: Block 5 (1 Question)  
Standard: Your Role (6 Questions)

EmbeddedData  
WARNING = DO NOT MOVE OR ALTER THIS BLOCK - USED FOR NOTIFICATIONS  
complete = 1  
modulus = \$e{ ( qo://QO\_msplrlWrHhpqMnt/QuotaCount + 1 ) % 10 }

Page Break



### Start of Block: Intro

#### Q1

The novel coronavirus (COVID-19) pandemic created significant workplace changes across CUNY-SLU. As we prepare our return to the workplace, we would like to understand how we can best support you during the transition.

This short ANONYMOUS survey should take you no more than 5 minutes to complete. All responses are confidential and we appreciate your open and honest feedback. The results of this survey will inform the tools and support we provide for faculty and staff returning to the workplace.

### End of Block: Intro

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### Start of Block: Overall Comfort

Q21 Please select your primary role at SLU:

	Full-Time (1)	Part-Time (2)
Faculty (1)	<input type="radio"/>	<input type="radio"/>
Staff (2)	<input type="radio"/>	<input type="radio"/>

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Page Break

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Q2 How comfortable are you returning to work (at 25 W 43 Street)?

- ☐ Extremely comfortable (5)
- ☐ Comfortable (4)
- ☐ Neither comfortable nor uncomfortable (3)
- ☐ Uncomfortable (2)
- ☐ Extremely uncomfortable (1)

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Page Break

Display This Question:

If Q2 = *Extremely uncomfortable*

Or Q2 = *Uncomfortable*

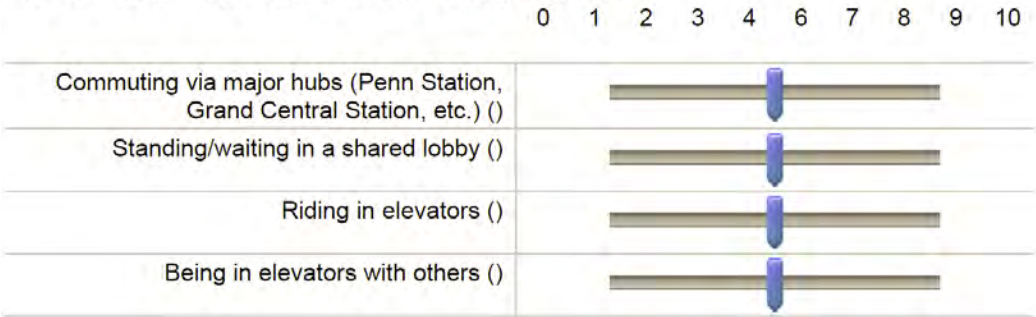
Or Q2 = *Neither comfortable nor uncomfortable*

Q3 What factors would help you feel more comfortable? Please select all that apply.

- ☐ Public health regulations being followed (e.g., government, WHO) (8)
  - ☐ Being provided personal protective equipment (masks, gloves, sanitizers) (1)
  - ☐ Knowing that mandatory symptom checks are required before entering the workplace (2)
  - ☐ Knowing work spaces are cleaned/sanitized daily (3)
  - ☐ Having vaccination requirements for faculty, staff and students (4)
  - ☐ Maintaining social distancing protocols (5)
  - ☒ There is nothing that will make me feel more comfortable (6)
  - ☐ Other (please specify) (7)
- 

Page Break

Q23 Please rate your degree of comfort with the following factors specific to returning to the SLU campus (1- very uncomfortable to 10- very comfortable):



Page Break

Q4 What are your main concerns about coming back into the workplace? Please select all that apply.

- ☐ Going back into the office too early and having to shutdown mid-semester (1)
  - ☐ Public health regulations not being followed (e.g., government, WHO) (12)
  - ☐ The site not being properly disinfected (2)
  - ☐ Social distancing in common areas such as lobbies, elevators, and elevator banks (3)
  - ☐ Childcare/care for family members or friends (5)
  - ☐ Spending hours in shared workspaces/common areas and classrooms (7)
  - ☐ Social distancing in shared workspaces/common areas and classrooms (8)
  - ☐ My commute (e.g., using public transportation, different commute) (9)
  - ☐ Having in-person interactions with others (11)
  - ☒ I don't have any concerns (4)
  - ☐ Other (please specify) (10)
- 

Q5

Please provide more information about these concerns and how we can best address them.

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Page Break: 

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Q7 What are you looking forward to about returning to your workplace? Please select all that apply.

- ☐ Easier access to tools and resources (1)
  - ☐ No longer having to work from home (2)
  - ☐ Better work/life balance (3)
  - ☐ Easier collaboration with co-workers/customers (4)
  - ☐ Access to physical resources (e.g., ergonomic chairs, monitors, etc.) (5)
  - ☐ Office perks (food, snacks, etc.) (6)
  - ☐ Seeing friends, colleagues, and teammates (7)
  - ☐ Training programs and courses in-person (8)
  - ☐ Ability to return to my normal income (10)
  - ☐ Other (please specify) (9)
- 

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Page Break



Q22 Please describe your COVID-19 vaccination status and plans:

- ☐ I am fully vaccinated, or plan to be by the end of summer (1)
- ☐ I am not planning on receiving COVID-19 vaccination (2)
- ☐ I'm not sure if I will get vaccinated (4)
- ☐ I'd rather not answer (3)

End of Block: Overall Comfort

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Start of Block: Block 4

Q24 Please respond to the following statements about communications from SLU.

End of Block: Block 4

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Start of Block: Communication

Q6 I understand updated SLU health and safety policies/protocols that are being put in place as a result of the COVID-19 pandemic.

- ☐ Strongly disagree (1)
  - ☐ Disagree (2)
  - ☐ Neither agree nor disagree (3)
  - ☐ Agree (4)
  - ☐ Strongly agree (5)
  - ☐ Not applicable (6)
-

Q8 Changes to the strategy of SLU as a result of the COVID-19 pandemic have been clearly communicated.

- ☐ Strongly disagree (1)
- ☐ Disagree (2)
- ☐ Neither agree nor disagree (3)
- ☐ Agree (4)
- ☐ Strongly agree (5)

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Page Break

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End of Block: Communication

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Start of Block: Block 5

Q25 Please respond to the following about the prospect of returning to your role at the SLU campus.

End of Block: Block 5

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Start of Block: Your Role

Q13 I have access to the resources I need to get back to work quickly (such as information, protective equipment, health and safety guidelines.)

- ☐ Strongly disagree (1)
- ☐ Disagree (2)
- ☐ Neither agree nor disagree (3)
- ☐ Agree (4)
- ☐ Strongly agree (5)

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Page Break

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Display This Question:

If Q13 = *Strongly disagree*

Or Q13 = *Disagree*

Or Q13 = *Neither agree nor disagree*

Q14 What additional resources do you need?

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Page Break

Q15 I understand what is expected of me in maintaining a healthy and safe environment at work.

- ☐ Strongly disagree (1)
- ☐ Disagree (2)
- ☐ Neither agree nor disagree (3)
- ☐ Agree (4)
- ☐ Strongly agree (5)

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Page Break



*Display This Question:*

*If Q15 = Strongly disagree*

*Or Q15 = Disagree*

*Or Q15 = Neither agree nor disagree*

Q16 What can we provide more clarity on?

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Page Break

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

- ☐ Yes, I'd be interested in working fully remotely (1)
- ☐ Yes, I'd be interested in working partially remotely (2)
- ☐ Not applicable (3)
- ☐ No, I want to work in a full in-person capacity (4)

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Page Break

Q17 Do you have any suggestions on how to make the transition back to work easier? Please explain.

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End of Block: Your Role

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**L. Sample Survey Questions (Students) (New)**

# Return to Classroom Survey Students

# Student Return to Classroom Survey

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## Start of Block: Intro

Q1

The novel coronavirus (COVID-19) pandemic created significant changes to student learning and services at CUNY-SLU. As we prepare our return to in-person instruction, we would like to understand how we can best support you during the transition.

This short ANONYMOUS survey should take you no more than 5 minutes to complete. All responses are confidential and we appreciate your open and honest feedback. The results of this survey will inform the tools and support we provide for students returning to in-person instruction.

## End of Block: Intro

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## Start of Block: Overall Comfort

Q21 Please select your academic level at SLU:

☐ Graduate (1)

☐ Undergraduate (2)

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Page Break

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Q2 How comfortable are you returning to class (at 25 W 43 Street)?

- ☐ Extremely comfortable (5)
- ☐ Comfortable (4)
- ☐ Neither comfortable nor uncomfortable (3)
- ☐ Uncomfortable (2)
- ☐ Extremely uncomfortable (1)

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Page Break

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Display This Question:

If How comfortable are you returning to class (at 25 W 43 Street)? = Extremely uncomfortable

Or How comfortable are you returning to class (at 25 W 43 Street)? = Uncomfortable

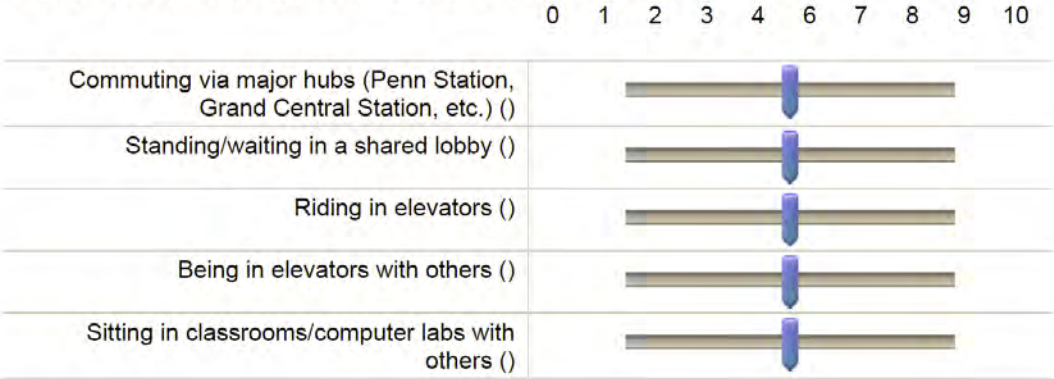
Or How comfortable are you returning to class (at 25 W 43 Street)? = Neither comfortable nor uncomfortable

Q3 What factors would help you feel more comfortable? Please select all that apply.

- ☐ Public health regulations being followed (e.g., government, WHO) (8)
  - ☐ Being provided personal protective equipment (masks, gloves, sanitizers) (1)
  - ☐ Knowing that mandatory symptom checks are required before entering the school (2)
  - ☐ Knowing classrooms are cleaned/sanitized daily (3)
  - ☐ Having vaccination requirements for faculty, staff and students (4)
  - ☐ Maintaining social distancing protocols (5)
  - ☒ There is nothing that will make me feel more comfortable (6)
  - ☐ Other (please specify) (7)
- 

Page Break

Q23 Please rate your degree of comfort with the following factors specific to returning to the SLU campus (1- very uncomfortable to 10- very comfortable):



Page Break

Q4 What are your main concerns about coming back to in-person learning ? Please select all that apply.

- ☐ (1) Going back into the classroom too early and having to shutdown mid-semester
- ☐ Public health regulations not being followed (e.g., government, WHO) (12)
- ☐ The site not being properly disinfected (2)
- ☐ Social distancing in common areas such as lobbies, elevators, and elevator banks (3)
- ☐ Childcare/care for family members or friends (5)
- ☐ Spending hours in common areas and classrooms (7)
- ☐ Social distancing in common areas and classrooms (8)
- ☐ My commute (e.g., using public transportation, different commute) (9)
- ☐ Having in-person interactions with others (11)
- ☒ I don't have any concerns (4)
- ☐ Other (please specify) (10)
- 

Q5

Please provide more information about these concerns and how we can best address them.

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Page Break



Q7 What are you looking forward to about returning to your school? Please select all that apply.

- ☐ Easier access to tools and resources (1)
  - ☐ No longer having to learn via online services (e.g., Zoom, BlackBoard Collab, etc.) (2)
  - ☐ Better school/work/life balance (3)
  - ☐ Easier collaboration with classmates/instructors (4)
  - ☐ Access to physical resources (e.g., computer labs, libraries, etc.) (5)
  - ☐ Seeing friends, staff, professors, and classmates (7)
  - ☐ Special events, and courses in-person (8)
  - ☐ Ability to return to my normal schedule/routine (10)
  - ☐ Other (please specify) (9)
- 

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Page Break

Q22 Please describe your COVID-19 vaccination status and plans:

- ☐ I am fully vaccinated, or plan to be by the end of summer (1)
- ☐ I am not planning on receiving COVID-19 vaccination (2)
- ☐ I'm not sure if I will get vaccinated (4)
- ☐ I'd rather not answer (3)

End of Block: Overall Comfort

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Start of Block: Block 4

Q24 Please respond to the following statements about communications from SLU.

End of Block: Block 4

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Start of Block: Communication

Q6 I understand updated SLU health and safety policies/protocols that are being put in place as a result of the COVID-19 pandemic.

- ☐ Strongly disagree (1)
  - ☐ Disagree (2)
  - ☐ Neither agree nor disagree (3)
  - ☐ Agree (4)
  - ☐ Strongly agree (5)
  - ☐ Not applicable (6)
-

Q8 Changes to the strategy of SLU as a result of the COVID-19 pandemic have been clearly communicated.

- ☐ Strongly disagree (1)
- ☐ Disagree (2)
- ☐ Neither agree nor disagree (3)
- ☐ Agree (4)
- ☐ Strongly agree (5)

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Page Break

End of Block: Communication

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Start of Block: Block 5

Q25 Please respond to the following about the prospect of returning as a student to the SLU campus.

End of Block: Block 5

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Start of Block: Your Role

Q13 I have access to the resources I need to get back to in-person learning quickly (such as information, protective equipment, health and safety guidelines.)

- ☐ Strongly disagree (1)
- ☐ Disagree (2)
- ☐ Neither agree nor disagree (3)
- ☐ Agree (4)
- ☐ Strongly agree (5)

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Page Break

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Display This Question:

If I have access to the resources I need to get back to in-person learning quickly (such as informat...  
= Strongly disagree

Or I have access to the resources I need to get back to in-person learning quickly (such as informat...  
= Disagree

Or I have access to the resources I need to get back to in-person learning quickly (such as informat...  
= Neither agree nor disagree

Q14 What additional resources do you need?

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Page Break



Q15 I understand what is expected of me in maintaining a healthy and safe environment while attending classes.

- ☐ Strongly disagree (1)
- ☐ Disagree (2)
- ☐ Neither agree nor disagree (3)
- ☐ Agree (4)
- ☐ Strongly agree (5)

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Page Break

*Display This Question:*

*If I understand what is expected of me in maintaining a healthy and safe environment while attending... = Strongly disagree*

*Or I understand what is expected of me in maintaining a healthy and safe environment while attending... = Disagree*

*Or I understand what is expected of me in maintaining a healthy and safe environment while attending... = Neither agree nor disagree*

Q16 What can we provide more clarity on?

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Page Break

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

☐

Yes, I'd be interested in attending ALL my classes online. (1)

☐

Yes, I'd be interested in attending SOME of my classes online (2)

☐

No preference (3)

☐

No, I want to return to ONLY in-person learning. (4)

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Page Break

Q17 Do you have any suggestions on how to make the transition back to in-person learning easier? Please explain.

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End of Block: Your Role

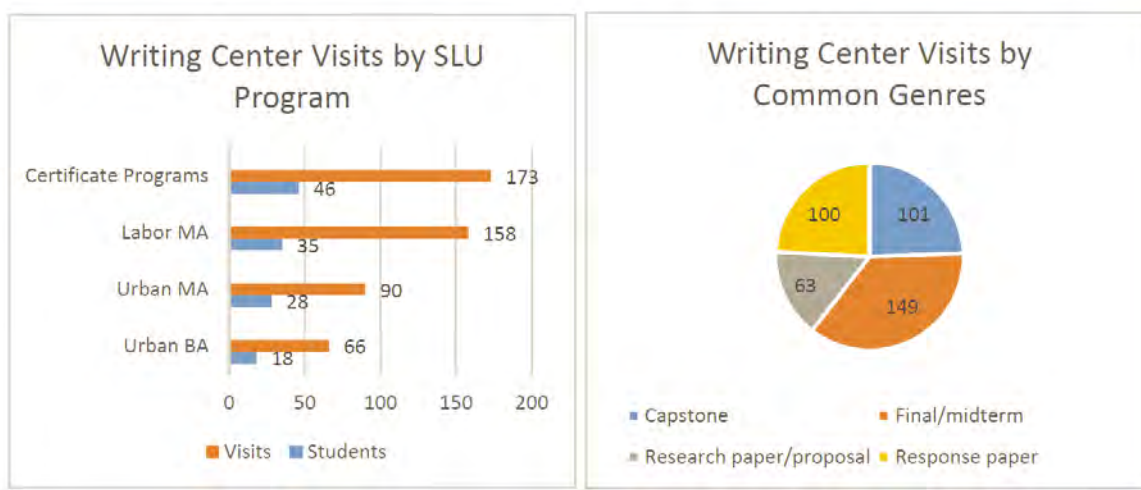
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**M. Student Services**



## AY '20-'21 Usage Report

**Writing Center Usage:** 134 students \* 569 one-to-one sessions \* 318 workshop/group visits \* 59% rate of return visits \* 60 total workshops



**Reference Usage:** TK students \* TK one-to-one sessions \* 7 How-to workshops

**Quantitative Reasoning Usage:** 24 students \* 80 sessions \* 5 SPSS support sessions

**Digital Portfolios Usage:** 11 Urban Studies MA students created Digital Portfolios as part of course partnership \* 5 Digital Portfolios workshops

**AY Highlights:** 1) Total attendance for the Writing Center's How-to Workshops was 282, nearly triple the previous year's attendance; 2) In SP'21, QR usage nearly doubled, to 53 sessions; from the FA'20 total of 27 sessions; 3) In SP'21, Capstone writers accounted for 70 visits, suggesting the effectiveness of in-class workshops and outreach to Capstone faculty.

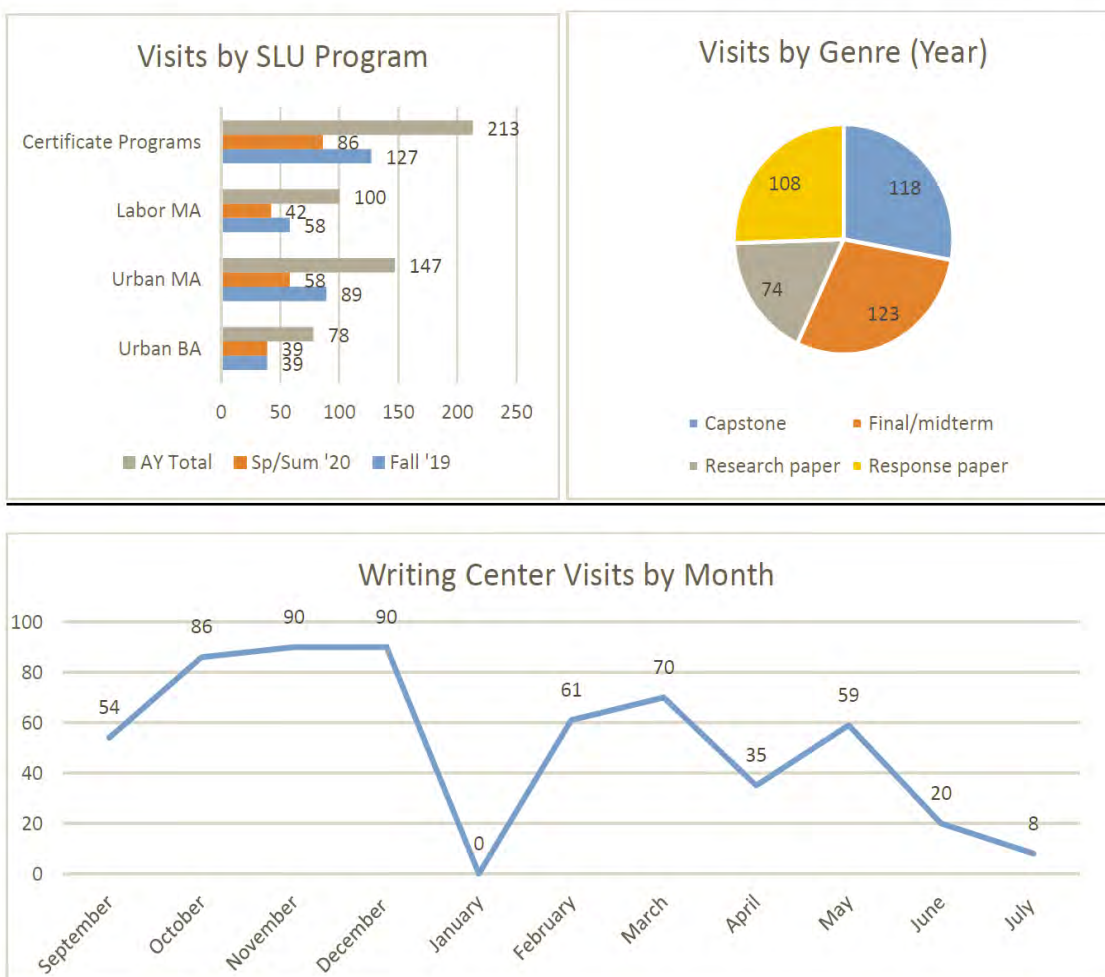




## AY '19-'20 Usage

140 students \* 595 one-to-one sessions \* 53 writing group sessions \*

97 workshop visits \* 57% rate of return visits \* 21 In-Class Workshops



**Course patterns:** In AY '19-'20, we hosted 61 visits from students enrolled in Urban Studies Capstone courses. This high usage points both to the success of our partnerships with Urban Studies Capstone faculty and the importance of continuing to build these partnerships. Other high usage courses included History of Public Workers in the US (20); Perspectives on the Labor Movement (19); US Social and Economic Policy (24); and US Labor History (17). The Writing Center will strive to build ongoing partnerships with faculty who are assigned to teach these courses in future semesters.