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

# Table of Contents

# 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:

```
EMPLOYEE → EMAIL ASSOC. DEAN OF ADMIN. & OPERATIONS, AND DEPUTY TO ASSOC. DEAN → ASSOC. DEAN & DEPUTY CONFIRMS CAMPUS VISIT → PRIOR TO VISIT COMPLY WITH CUNY PROTOCOLS → DAY OF VISIT TEMP. CHECK, SCREENING FORM, SCREENING FORM → GRANTED ACCESS OR INSTRUCTED TO RETURN HOME → SCREENER DAILY REPORT TO CORONAVIRUS LIAISON
```

```
EMPLOYEE / STUDENT TECH SUPPORT → EMAIL IT HELPDESK TO SCHEDULE APPT. → IT NOTIFIES ASSOC. DEAN & DEPUTY TO SCHEDULE VISIT → ASSOC. DEAN/ DEPUTY CONFIRMS APPT. WITH IT → IT CONFIRMS APPT. WITH EMPLOYEE/ STUDENT → PRIOR TO VISIT COMPLY WITH CUNY PROTOCOLS → DAY OF VISIT TEMP. CHECK, SCREENING FORM → DAY OF VISIT GRANTED ACCESS OR INSTRUCTED TO RETURN HOME → SCREENER DAILY REPORT TO CORONAVIRUS LIAISON
```

## Level II (New):

```
EMPLOYEE → FOLLOW APPROVED REMOTE WORK AGREEMENT WORK SCHEDULE → PRIOR TO VISIT COMPLY WITH CUNY PROTOCOLS → DAY OF VISIT CUNY ACCESS PASS/NEGATIVE TEST → GRANTED ACCESS OR INSTRUCTED TO RETURN HOME → SCREENER DAILY REPORT TO CORONAVIRUS LIAISON
```

**Row 1:**

REGISTERED STUDENT (Taking In-Person Classes) → PRIOR TO VISIT COMPLY WITH CUNY PROTOCOLS → DAY OF VISIT C, CUNY ACCESS PASS & PROOF OF CLASS REGISTRATION → GRANTED ACCESS OR INSTRUCTED TO RETURN HOME → SCREENER DAILY REPORT TO CORONAVIRUS LIAISON

**Row 2:**

EMPLOYEE / STUDENT VISIT FOR IN-PERSON SUPPORT → EMAIL DEPARTMENT TO SCHEDULE APPT. → DEPT. STAFF EMAIL ASSOC. DEAN & DEPUTY → ASSOC. DEAN/ DEPUTY CONFIRMS APPT. → DEPT. STAFF CONFIRMS APPT. WITH EMPLOYEE/ STUDENT → PRIOR TO VISIT COMPLY WITH CUNY PROTOCOLS → DAY OF VISIT CUNY ACCESS PASS/ NEGATIVE TEST/APPOIN. CONFIRMATION → DAY OF VISIT GRANTED ACCESS OR INSTRUCTED TO RETURN HOME → SCREENER DAILY REPORT TO CORONAVIRUS LIAISON

**Row 3:**

VENDOR/ GUEST → EMAIL ASSOC. DEAN/DEPUTY TO SCHEDULE APPT. → ASSOC. DEAN/ DEPUTY CONFIRMS APPT. → PRIOR TO VISIT COMPLY WITH CUNY PROTOCOLS → DAY OF VISIT CUNY ACCESS PASS/ PROOF OF VACCINATION/ NEGATIVE TEST/APPOINTMENT CONFIRMATION → DAY OF VISIT GRANTED ACCESS OR INSTRUCTED TO RETURN HOME → SCREENER DAILY REPORT TO CORONAVIRUS LIAISON

Figure 3. Reporting a COVID Case While on Campus:
Person showed no signs upon entering the campus and began feeling sick while on campus:

EMPLOYEE → SUPERVISOR → CORONAVIRUS LIAISON → CORONAVIRUS COORDINATOR, CUNY, and SLU REOPENING COMMITTEE & DEAN → CAMPUS REPORTING

STUDENT / VISITOR → CORONAVIRUS LIAISON → CORONAVIRUS COORDINATOR, CUNY, and SLU REOPENING PLANNING COMMITTEE & DEAN → CAMPUS REPORTING

Figure 4. Reporting a COVID 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):

EMPLOYEE →
- SUPERVISOR → CORONAVIRUS LIAISAN → CORONAVIRUS COORDINATOR → CUNY
- STAYS HOME
- FOLLOWS CDC GUIDANCE TO SELF-ISOLATE (QUARANTINE)

```
┌──────────────────────┐       ┌──────────────────────┐       ┌──────────────────────┐
│ CORONAVIRUS LIAISAN  │───────│    CORONAVIRUS       │───────│        CUNY          │
│   (VIA TEMPLATE)     │       │    COORDINATOR       │       │                      │
└──────────────────────┘       └──────────────────────┘       └──────────────────────┘

┌──────────────────┐           ┌──────────────────────┐
│ STUDENT/ VISITOR │───────────│     STAYS HOME       │
└──────────────────┘           └──────────────────────┘

                               ┌──────────────────────┐
                               │    FOLLOWS CDC        │
                               │ GUIDANCE TO SELF-     │
                               │ ISOLATE (QUARANTINE)  │
                               └──────────────────────┘
```
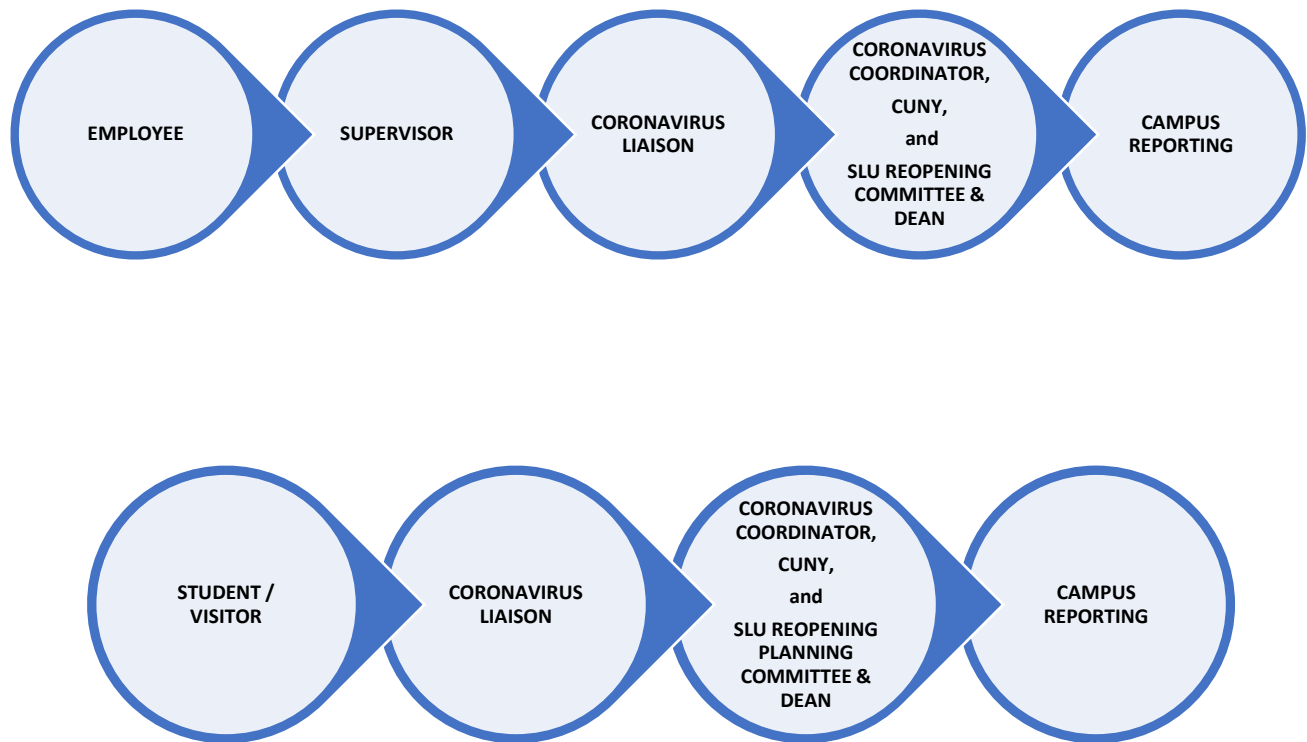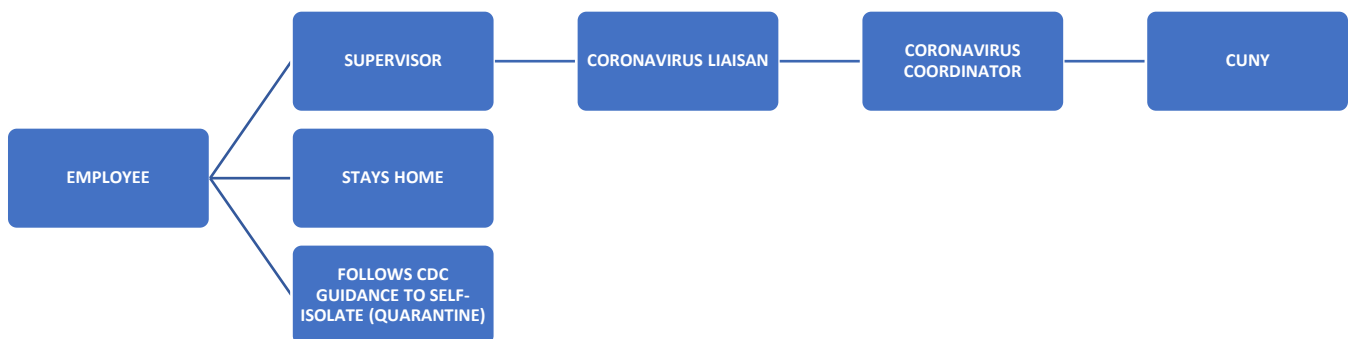
Figure 5. Cleaning and Disinfecting Reporting:

```
CORONAVIRUS          CUNY & BUILDING                        BUILDING MANAGEMENT                                CUNY
COORDINATOR          MANAGEMENT                             CLEANING AND
(Burt/Nelly)                                                DISINFECTING CREW
                                         FACILITIES                                 CORONAVIRUS
                                         (FACILITIES MANAGER)                       COORDINATOR
                     SLU OPERATIONS                         SLU CUSTODIAL STAFF     (AFFECTED AREA READY        CAMPUS REPORTING
                     (DEPUTY TO ASS. DEAN)                  CLEANING AND            TO REOPENED)                (REOPENING/CLOSING
                                                            DISINFECTING                                        ONLY WITH CUNY
                                                                                                                APPROVAL)
```

Figure 6: Reporting to SLU Community:

```
                              CUNY EMAILS                                                   ASSOC. DEAN OF
                                                                                            ADMINISTRATION &
                                                                                            OPERATIONS
                              SLU WEBSITE
CAMPUS REPORTING                                                                            ASSOC.DEAN OF
                                                                                            ACADEMIC AFFAIRS
TO FACULTY, STAFF,            SLU STUDENT
STUDENTS, VISITORS            NEWSLETTER               CUNY ALERT
(Dean, Dir.of                                         PERSONNEL                             ADMIN. & FINANCE
Communications)                                                                             DIRECTOR
                              SLU STAFF
                              NEWSLETTER
                                                                                            COMMUNICATIONS
                                                                                            DIRECTOR
                              CUNY ALERT
                              SYSTEM                                                        IT DIRECTOR
```

Figure 7. Campus Health Color Monitor:

```
GREEN                         YELLOW                                RED
Campus safe to be open        Campus safe to be open,               Campus not safe to be
                              except certain areas                  open

Campus Open                   Partial Campus Closure                Campus Closure
```

Table 1. Coronavirus Team Contact Information (updated):

| Roles | SLU Staff | Emails | Telephone |
|---|---|---|---|
| **SCREENER** | • **Jeff Rickman, IT Director**<br>• **Ralph Tricoche, IT**<br>• **Nicholas Padilla, IT**<br>• **Additional Screeners and Back-up Screeners** | **CoronavirusLiaison@slu.cuny.edu** | **646-313-8319** |
| **CORONAVIRUS LIAISON** | • **Burt Sacks, Assoc. Dean of Administration and Operations**<br>• **Gladys Palma de Schrynemakers, Assoc. Dean of Academic Affairs** | **CoronavirusLiaison@slu.cuny.edu** | **646-313-8319** |
| **CORONAVIRUS COORDINATOR** | • **Burt Sacks, Assoc. Dean of Administration and Operations**<br>• **John Conway, Human Resource Manager**<br>• **Nelly Benavides, Deputy to Assoc. Dean Sacks** | **CoronavirusCoordinator@slu.cuny.edu** | **646-313-8319** |
| CAMPUS LOCATION VACCINE AUTHORITY (LVA) & TESTING ADMINISTRATORS | • Laurie Grimes, Registrar (Student Records)<br>• Lidia Sanchez, John Conway, Human Resources<br>• (Faculty & Staff Records) | • Laurie.grimes@slu.cuny.edu<br>• Lidia.Sanchez@cuny.edu<br>• John.Conway@cuny.edu | • Laurie Grimes: (646) 313-8415<br>• Lidia Sanchez: (646) 664-3281<br>• John Conway (fall): (646) 664-3277 |

Table 2. Color Health Monitor Triggers (updated)

| CAMPUS HEALTH COLOR CODE | TRIGGERS | ACTION PLAN |
|---|---|---|
| **GREEN** | • **No reports of COVID-19 related cases**<br>• **Affected area(s) cleaned and disinfecting is safe to reopen**<br>• **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**<br>• **Internal Monitoring Criteria: spread of infection on campus, status of resources and infrastructure to combat contagion on campus** | • **SLU Campus Reporting activated**<br>• **Campus Open/Reopen**<br>• **Routine Cleaning and Disinfecting**<br>• **Color set to Green on website** |

<table>
<tr>
<td></td>
<td>
<ul>
<li><strong>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</strong></li>
<li><strong>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%</strong></li>
</ul>
</td>
<td></td>
</tr>
<tr>
<td><strong>YELLOW</strong><br><strong>(updated)</strong></td>
<td>
<ul>
<li><strong><u>On Campus:</u> Visiting employee/ student/ visitor did not exhibit sickness upon arrival but reports to Coronavirus Liaison they now feel sick</strong></li>
<li><strong><u>After visiting the campus:</u> Visiting employee/ student/ visitor does not exhibit any symptoms on campus, but began feeling sick upon their return home (within 14 days)</strong></li>
<li><strong><u>After visiting the campus:</u> Visiting employee/ student/ visitor tests positive for COVID-19</strong></li>
<li><strong>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</strong></li>
<li><strong>Internal Monitoring Criteria: spread of infection on campus, status of resources and infrastructure to combat contagion on campus</strong></li>
<li><strong>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</strong></li>
<li><strong>(NEW) Whenever the lesser of 100 individuals or 5% of the total on-campus population test positive for COVID-19 within a rolling 14-day period;</strong></li>
</ul>
</td>
<td>
<ul>
<li><strong>Coronavirus Liaison reports to Coronavirus Coordinator, who proceeds with Reporting process</strong></li>
<li><strong>SLU Campus Reporting activated</strong></li>
<li><strong><u>On Campus:</u> sick person asked to return home via email and see their doctor, if they are unable to return home immediately, notified via email to move to an isolation room (18th floor 1804, 19th floor 19A, or 10th floor remains at their desk) until they can leave (assistance provided with travel arrangements)</strong></li>
<li><strong><u>Partial Closure:</u> Areas sick person visited are Closed Off</strong></li>
<li><strong><u>Partial Closure:</u> Staff working in area of sick person are sent home, told to visit their doctor, monitor their health, quarantine if needed, and work remotely</strong></li>
<li><strong><u>On Campus:</u> Special cleaning and disinfecting of affected areas</strong></li>
<li><strong><u>On Campus:</u> Routine cleaning and disinfecting of non-affected areas continues</strong></li>
<li><strong>Color changes to Yellow on website (with partial closing specifications)</strong></li>
<li><strong>(NEW) Transition all in-person learning to remote format(s) and limit on-campus activities for a period of 14 days.</strong></li>
<li><strong>(NEW) Provided campus tests an average of at least 25% of its total on-campus population for COVID-19 each week as part of an ongoing policy of surveillance testing shall not be required to transition to remote learning or to limit on-campus activities unless the greater of 100 individuals or 5% of the total population test positive using a 14-day rolling average</strong></li>
</ul>
</td>
</tr>
</table>

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

| | | **Reopening Affected Area:**<br><br>• **Once space is deemed <u>safe to return</u>, Coronavirus Coordinator proceeds with Campus Reporting process and Color changed back to Green on website** |
|---|---|---|
| **RED (<u>updated</u>)** | • **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**<br><br>• **Internal Monitoring Criteria: spread of infection on campus, status of resources and infrastructure to combat contagion on campus**<br><br>• **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**<br><br>• **(<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;** | • **SLU Campus Reporting activated**<br>• **<u>Full Campus Closure</u>: Campus is closed**<br>• **<u>Full Campus Closure</u>: Everyone at SLU is sent home**<br>• **<u>Full Campus Closure</u>: Staff working on campus are told to visit their doctor, monitor their health, quarantine if needed, and work remotely**<br>• **<u>Full Campus Closure</u>: Employees work remotely until further notice**<br>• **All in-person support set to remote schedules**<br>• **Special cleaning and disinfecting of campus**<br>• **Color changes to Red on website**<br>• **(<u>NEW</u>) Transition all in-person**<br>• **learning to remote format(s) and limit on-campus activities for a period of 14 days.**<br>• **(<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**<br><br><br>**Reopening Campus:**<br><br>• **Once campus is deemed <u>safe to return</u>, Coronavirus Coordinator proceeds with Campus Reporting process and Color changed back to Green on website** |

Table 3. Staggered Work Schedule/ Remote Work Agreement (expiring no later than August 31, 2022)
**Employee Schedule** (starts August 2<sup>nd</sup>, 2021 – expiring no later than August 31, 2022)

| | Regular Schedule | Modified Schedule, as Agreed to by Supervisor and Employee |
|---|---|---|
| **Monday** | | |

| | | |
|---|---|---|
| **Tuesday** | | |
| **Wednesday** | | |
| **Thursday** | | |
| **Friday** | | |
| | | |

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/In-person | In-Person Services By Appointment (holidays- appointments moved to following week) | | | | |
|---|---|---|---|---|---|---|
| | | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Academic Affairs** | 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 |
| **Student Support** | Online & in-person (by appt) | Staggered work schedules | Staggered work schedules | Staggered work schedules | Staggered work schedules | Staggered work schedules |
| **Enrollment/ Admissions** | 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 |
| **Bursar** | Online & in-person (by appt) | Staggered work schedules | Staggered work schedules | Staggered work schedules | Staggered work schedules | Staggered work schedules |
| **Registrar** | Online & in-person (by appt) | Staggered work schedules | Staggered work schedules | Staggered work schedules | Staggered work schedules | Staggered work schedules |
| **Business Office** | Online & in-person (by appt) | Staggered work schedules | Staggered work schedules | Staggered work schedules | Staggered work schedules | Staggered work schedules |
| **IT** | In-Person (by appt) | 1. IT Services 2. Student access to 19th Fl computers and printing (use of Student lab, computer room, Classroo | 1. IT Services 2. Student access to 19th Fl computers and printing (use of Student lab, computer room, Classroo | 1. IT Services 2. Student access to 19th Fl computers and printing (use of Student lab, computer room, Classroo | 1. IT Services 2. Student access to 19th Fl computers and printing (use of Student lab, computer room, Classroo | 1. IT Services 2. Student access to 19th Fl computers and printing (use of Student lab, computer room, Classroo |

| | | ms 19B 19C, 19D) | ms 19B 19C, 19D) | ms 19B 19C, 19D) | ms 19B 19C, 19D) | ms 19B 19C, 19D) |
|---|---|---|---|---|---|---|
| **Facilities** | In-person | Custodial Services | Custodial Services | Custodial Services & -Deep Cleaning | Custodial Services | Custodial Services -Deep cleaning |
| **Operations** | Online & In-person (by appt) | Staggered work schedules | Staggered work schedules | Staggered work schedules | Staggered work schedules | Staggered work schedules |
| **Communications** | Online & In-person (by appt) | Staggered work schedules | Staggered work schedules | Staggered work schedules | Staggered work schedules | Staggered work schedules |
| **Human Resources** | Online & In-person (by appt) | Staggered work schedules | Staggered work schedules | Staggered work schedules | Staggered work schedules | Staggered work schedules |
| **Murphy Institute-Worker Ed** | 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 |
| **Murphy Institute-Labor Center** | 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/In-person | In-Person Services By Appointment (holidays- appointments moved to following week) | | | | |
|---|---|---|---|---|---|---|
| | | Monday | Tuesday | Wednesday | Thursday | Friday |
| **Academic Affairs** | 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 19th 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 |
| **Student Support** | Online & in-person as needed (by appt) | | | Student Support if needed (use of 19th floor conference room) | | |
| **Enrollment/ Admissions** | Online & in-person as needed (by appt) | | | | Enrollment Support if needed (use of 19th floor conference room) | |
| **Bursar** | Online & in-person (by appt) | Bursar Support if needed (use of 19th floor conference room) | | | | |
| **Registrar** | Online & in-person (by appt) | | Registrar Support if needed (use of 19th floor conference room) | | | |
| **Business Office** | Online & in-person (by appt) | | | | Business Office Support if needed (use of 19th floor | |

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

Table 6. In-person Classes - 3 Feet Plan Sample

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|
| 9<br><br>(4 on the 18$^{th}$ floor, 5 on the 19$^{th}$ floor) | 9<br><br>(4 on the 18$^{th}$ floor, 5 on the 19$^{th}$ floor) | 9<br><br>(4 on the 18$^{th}$ floor, 5 on the 19$^{th}$ floor) | 9<br><br>(4 on the 18$^{th}$ floor, 5 on the 19$^{th}$ floor) | 0 |

Table 7. In-person Classes - 6 Feet Plan Sample

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|
| 4<br><br>(18$^{th}$ Fl: 2 large classes; 19$^{th}$ Fl: 1 large class, 1 small class) | 4<br><br>(18$^{th}$ Fl: 2 large classes; 19$^{th}$ Fl: 1 large class, 1 small class) | 4<br><br>(18$^{th}$ Fl: 2 large classes; 19$^{th}$ Fl: 1 large class, 1 small class) | 4<br><br>(18$^{th}$ Fl: 2 large classes; 19$^{th}$ 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 | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 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 |
| **TOTALS** | | | | 115 | 44 | 202 | 101 |
| **TOTAL 3 FEET PLAN- (Classrooms, Conference room, Common Areas)** | **303** | | | | | | |
| **TOTAL 6 FEET PLAN- (Classrooms, Conference room, Common Areas)** | **145** | | | | | | |

Table 9: Open workstations

| FLOORS | TOTAL |
|---|---|
| 19th floor | 5 |
| 18th floor | 8 |
| 10th fl., Room 1005 | 6 |
| 10th fl., Room 1008 | 8 |
| TOTAL | 27 |

## 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/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://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=coschedule&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

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

SLU Forms
- o SLU Screening form, https://forms.office.com/Pages/ResponsePage.aspx?id=s_BgbwZfCU6XFZiduozH2CK5vSevVsZIpURYNNny4htUQ0NFNUNFUTFHMkJLVDRIUEdOUEgzRTZBRi4u
- o Daily Cleaning and Disinfecting Log: https://forms.office.com/Pages/ResponsePage.aspx?id=s_BgbwZfCU6XFZiduozH2CK5vSevVsZIpURYNNny4htUNzRTUUxRVEY3Vzk2QllOM1BGR0xVTllKQy4u
- o Cleaning and Disinfecting When Someone is Sick Checklist: https://forms.office.com/Pages/ResponsePage.aspx?id=s_BgbwZfCU6XFZiduozH2CK5vSevVsZIpURYNNny4htUNVQ5MTY2V0pEVTAyU1IzQjE0NVdYT0hDUS4u
- o Report of Sickness on Campus: Contact Tracking Survey: https://forms.office.com/Pages/ResponsePage.aspx?id=s_BgbwZfCU6XFZiduozH2CK5vSevVsZIpURYNNny4htUMjdWSVMzMzNQWkVZWjUyNk1EN09STjNZRy4u
- o Dayton Air Purifier: 5S5808_TRI.indd (grainger.com)
- o Honeywell Air Purifier: https://www.staples.com/Honeywell-True-HEPA-Whole-Room-Air-Purifier-with-Allergen-Remover-HPA300/product_1009667
- o https://slu.cuny.edu/current-students/service-desk/technology-guides/laptop-loaner/
- o Paper Cleaning and Disinfecting Log

**CUNY SCHOOL OF LABOR AND URBAN STUDIES**

## DAILY CUSTODIAL CLEANING AND DISINFECTING LOG

(Post and maintain paper log in area where cleaning and disinfecting takes place)

Custodial Assistant Name: _____     Floor:_____

Circle the area you are cleaning and disinfecting:

**PANTRY**          **RESTROOM**          **CLASSROOM #_____**          **OFFICE # _____**

| CLEANING DATE | CLEANING TIME | DISINFECTING DATE | DISINFECTING TIME |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Other
- https://www.shrm.org/resourcesandtools/tools-and-samples/hr-forms/pages/COVID-19-back-to-work-checklist.aspx
- Building Management:

**APFPROPERTIES**

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 8th. 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 22nd 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:
     o Limit restroom occupancy to allow for social distancing
     o Wear a protective face mask to enter the building and in all public areas
     o Properly store and discard Protective Personal Equipment (PPE)
     o Adhere to physical distancing rules
     o Report symptoms of or exposure to COVID-19 to your employer
     o 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
     o Thorough maintenance/diagnostics and the seasonal changeover were completed
     o All filters were replaced with upgraded 'MERV 13' rated filters
     o Coil disinfectant was completed and will be performed in regular intervals going forward
     o Outside air intake was maximized to the extent comfort cooling will not be compromised
     o Operating schedules have been adjusted to provide for earlier start-up and extended hours.
   - Water Systems
     o Water systems have been exercised on a daily basis by our building staff
     o Domestic water tanks were inspected, cleansed and disinfected. Water testing was performed per Department of Health standards.

APFPROPERTIES

- 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 competed 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 your 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.

2

## 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 |

**Sneeze Guards**

| Name | QTY | Cost | QTY | Cost | QTY | Cost | NOTES |
|---|---|---|---|---|---|---|---|
| **19th floor** | | | | | | | |
| 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 | |
| **18th Floor** | | | | | | | |
| 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 |
| **10th floor-Room 1005** | | | | | | | **NOTES** |
| 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**
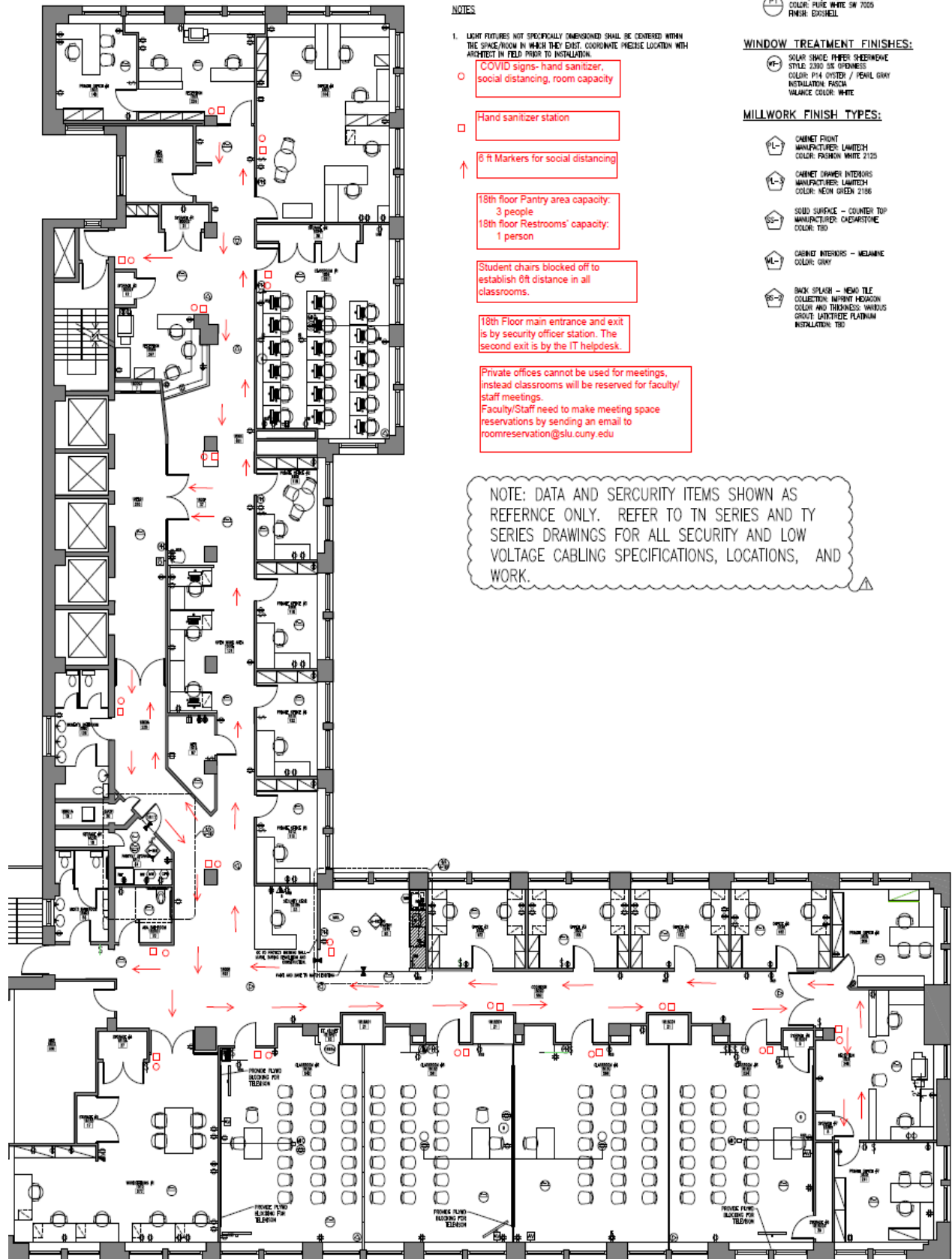
| Item | QTY | Cost | Notes |
|---|---|---|---|
| Paper Towels | 8 | $ 179.44 | 12. 200 Sheets per case |
| Lysol All Purpose Cleaners | 8 | $ 401.52 | 4 Gallon Jugs Per case |
| Lysol Disinfectant Spray | 3 | $ 271.80 | 12. 19 Oz. cans per case |
| Lysol Wipes | 5 | $ 217.00 | 6. 80 CT per case |
| Bleach | 2 | $ 37.74 | 3. 121 oz jugs per case |
| Hand Sanitizer Wall Units | 40 | $ 147.20 | |
| Foam Hand Sanitizer refills | 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

10th floor: SLU Rooms 1005, 1008



SLU space begins here: Room 1005

○ COVID signs- hand sanitizer, social distancing, room capacity

□ Hand sanitizer station

↑ 6 ft Markers in hallway for social distancing

Room 1005, 10th floor Pantry area capacity: 2 people
Room 1008, Conference area capacity: 2 people
additional chairs will be blocked off

Private offices cannot be used for meetings, instead classrooms will be reserved for faculty/ staff meetings.
Faculty/Staff need to make meeting space reservations by sending an email to roomreservation@slu.cuny.edu

10th floor restrooms are managed by Building Management and follow building protocols.

SLU space ends here: Room 1008

18th Floor



NOTES

1. LIGHT FIXTURES NOT SPECIFICALLY DIMENSIONED SHALL BE CENTERED WITHIN THE SPACE/ROOM IN WHICH THEY EXIST. COORDINATE PRECISE LOCATION WITH ARCHITECT IN FIELD PRIOR TO INSTALLATION.

○ COVID signs- hand sanitizer, social distancing, room capacity

□ Hand sanitizer station

↑ 6 ft Markers for social distancing

18th floor Pantry area capacity: 3 people
18th floor Restrooms' capacity: 1 person

Student chairs blocked off to establish 6ft distance in all classrooms.

18th Floor main entrance and exit is by security officer station. The second exit is by the IT helpdesk.

Private offices cannot be used for meetings, instead classrooms will be reserved for faculty/staff meetings.
Faculty/Staff need to make meeting space reservations by sending an email to roomreservation@slu.cuny.edu

NOTE: DATA AND SERCURITY ITEMS SHOWN AS REFERNCE ONLY. REFER TO TN SERIES AND TY SERIES DRAWINGS FOR ALL SECURITY AND LOW VOLTAGE CABLING SPECIFICATIONS, LOCATIONS, AND WORK.

P1 PAINT (UON): SHERWIN WILLIAMS
COLOR: PURE WHITE SW 7005
FINISH: EGGSHELL

WINDOW TREATMENT FINISHES:

WT-1 SOLAR SHADE: PHIFER SHEERWEAVE
STYLE: 2390 5% OPENNESS
COLOR: P14 OYSTER / PEARL GRAY
INSTALLATION: FASCIA
VALANCE COLOR: WHITE

MILLWORK FINISH TYPES:

PL-1 CABINET FRONT
MANUFACTURER: LAMITECH
COLOR: FASHION WHITE 2125

PL-3 CABINET DRAWER INTERIORS
MANUFACTURER: LAMITECH
COLOR: NEON GREEN 2186

SS-1 SOLID SURFACE – COUNTER TOP
MANUFACTURER: CAESARSTONE
COLOR: TBD

ML-1 CABINET INTERIORS – MELAMINE
COLOR: GRAY

BS-2 BACK SPLASH – MEMO TILE
COLLECTION: IMPRINT HEXAGON
COLOR AND THICKNESS: VARIOUS
GROUT: LATICRETE PLATINUM
INSTALLATION: TBD

19th Floor



Legend:
- COVID signs- hand sanitizer, social distancing, room capacity
- Hand sanitizer station
- 6 ft Markers for social distancing

19th floor Pantry Area capacity:
   1 person
19th floor Conference Room capacity:
   8 people
chairs blocked off every to establish 6ft distance
19th floor Restrooms' capacity:
   1 person

Student chairs blocked off to establish 6ft distance in all classrooms.

19th Floor main entrance and exit is by lobby area. The second exit is by room 1901.

Private offices cannot be used for meetings, instead classrooms will be reserved for faculty/staff meetings.
Faculty/Staff need to make meeting space reservations by sending an email to roomreservation@slu.cuny.edu

...RITY ITEMS SHOWN AS ... TO TN SERIES AND TY ...LL SECURITY AND LOW VOLTAGE CABLING SPECIFICATIONS, LOCATIONS, AND WORK.

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)**

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

**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 |
|---|---|
| •Classes conducted remotely | •Classes conducted remotely |
| •Campus is open Monday, Wednesdays, and Fridays 9am- 6pm. | •Campus is open Monday thru Thursday 9am to 6pm. |
| •Access to the campus is by appointment only. | •Access to campus is by appointment only. |
| • IT in-person campus hours: 9:30am-6:00pm | •IT in-person campus hours: Monday- Thursday, 9:30am-6:00pm |
| •Student Services provided remotely | •Student services provided remotely and in-person, if needed |
| •In-Person Services: IT technology support for students, faculty, and staff | •In-Person Services: Student printing and computer use Monday-Thursday  (19th Fl: 19B, 19C, 19D, 1923, and lab) |
| •Health Screening conducted on the 18th floor entrance area | •Health Screening conducted on the 18th floor entrance area |
| •Viewing of *Return to Work* Video on Blackboard | •Viewing of *Return to Work* Video on Blackboard |
| •Everbridge App | •Everbridge App |
| •SLU Health Screening Form | •SLU Health Screening Form |
| •SLU temperature check | •SLU temperature check |
| •Lobby Security provided through Building Management limited to daytime hours | •Lobby Security provided by Building Management limited to daytime hours |
| •One security officer covering our floors | •One security officer covering our floors |

1

## G. Variables Impacting Reopening (New)

**Variables Impacting Reopening:**

| Health Screening | IT STAFF/SCREENERS | Building Concerns | Space Capacity |
|---|---|---|---|
| • COVID still in effect<br>• No CUNY guidelines if to require vaccination prior to reopening<br>• Vaccination not available to entire SLU Community (for example, administrative staff, students, guests)<br>• Screening conducted on the 18th floor only, time consuming when traffic increases<br>• Exposure to possible COVID cases more likely with influx of people on campus | • Two SLU health screeners are IT staff, thus limiting the number of staff available at any given time throughout the campus<br>• Campus health screening limited to Screeners' availability and health<br>• Exposure to possible COVID cases more likely with influx of people on campus | • Elevators limited to two people per ride, leaving many to wait in the lobby area<br>• No guarantee riders will comply with 2 person elevator limit when exiting buidling<br>• No assurance elevators working all the time<br>• Additional residents will increase flow of people using elevators<br>• Reservation of elevator is costly and time consuming for students accessing the campus<br>• Restrooms in the 10th floor managed by Building Management, thus no guarantee residents adhere to building room limits or that they will be cleaned after each use<br>• Lobby security provided by Building Management during daytime hours, may cost us if we need additional security outside the hours they cover | • 18th, 19th fl entrance areas do not allow for social distancing measures for +2 people arrive<br>• Hallways are narrow<br>• 18th Floor is the designated Health Screening area, and no social distancing if more than 2 people arrive at a time<br>• Common areas limited capacity (1-2 people/closed off)<br>• Pantry areas limited capacity( 1-2)<br>• 18th, 19th Fl restrooms limited capacity (1 person)<br>• classrooms 19A &18A offline-Quarantine/Isolation roomsClassroom capacity limited to 3-6 people under COVID guidelines (6 ft distance between each seating area)<br>• Cleaning of all high touch areas on campus difficult to conduct after each use<br>• Barriers for open work areas are costly |

2

H.  COVID Signs (updated)
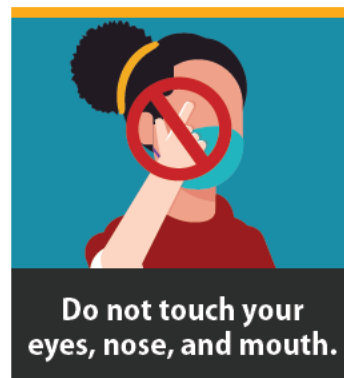
# STOP THE SPREAD OF CORONAVIRUS:
# MAINTAIN SIX FEET OF DISTANCE

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.

**6 FEET DISTANCE**

Text **COVID** to **692-692** for real-time updates or visit **nyc.gov/coronavirus**.

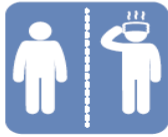Call **311** to report harassment, discrimination, or a violation.

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

**NYC**

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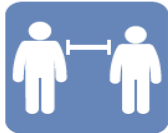
If you must go out, **stay at least 6 feet away** from others.

**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

**NEW YORK STATE** | **Department of Health**

13067

4/20

---

# ATTENTION

## IF YOU

have traveled outside of the United States in the past two weeks,
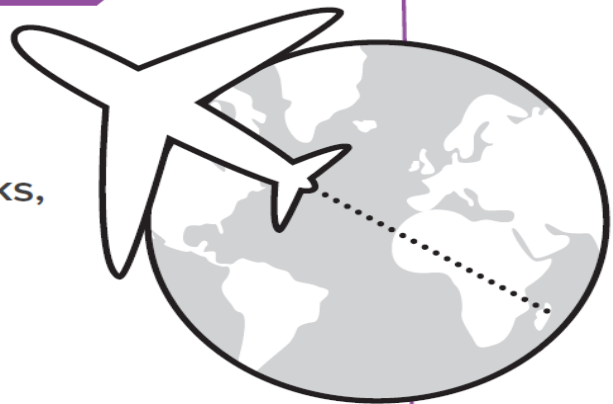
## AND YOU HAVE

**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** for the latest information.

**NYC** Health

## 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. |

1

| | 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 |

2

## 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 |

3

| | | | | |
|---|---|---|---|---|
| | 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 |

4

## 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<br><br>Staff, Faculty, Students visit campus as needed<br><br>(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.<br>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<br><br>Bursar onsite as needed for payment processing |
| | | Registrar: Office hours will be conducted remotely<br>-Meetings will be conducted remotely<br><br>Schedule with Facilities to schedule visit to campus | Registrar Staff | Various mediums: ZOOM, Office 365, TEAMS, etc.<br><br>As requested by individuals |

5

| LEVEL TWO: Advanced Access | Spatial Requirements | Scheduling | Personnel | Implementation |
|---|---|---|---|---|
| | Complete cleaning of SLU and building<br><br>Safety protocols are in place including:<br>-spatial distancing<br>-cleaning protocols<br>-health protocols<br><br>(masks are required to access facility) | Enrollment & Admissions: Limited on campus activities would resume and be restricted to mail collection for application document processing<br><br>Virtual events | Enrollment & Admissions Sstaff | 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<br><br>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 |

6

| | | | | |
|---|---|---|---|---|
| | | | | 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<br><br>Insufficient spatial requirements in offices | Classes held through Distance Learning; public events held remotely; reservations of space on hold<br><br>Facilities: Prepping space for social distancing and promoting health and safety of space<br><br>Faculty and Staff working remotely and meetings are held remotely | Faculty, Staff, students, guests<br><br>Facilities: Operations team Faculty, Staff | Zoom, Blackboard, Academic Commons, remote access, laptop loaner program, email notifications<br><br>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 |

7

| | | | | |
|---|---|---|---|---|
| | | Visiting SLU as needed | | Zoom, Teams, Webex, remote access, laptop lending<br><br>Prior approval required to visit SLU<br>Tracking mail, and COVID expenses |
| | | Information Technology: Working remotely and all meetings held virtually<br><br><br><br>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<br><br>Prior approval needed to work from SLU<br>Sorting mail, tracking CUNY construction and COVID expenses |
| | | Business Office: Working remotely and all meetings held virtually<br><br>Visiting SLU as needed | Budget Team | Zoom, Teams, Webex, remote access, laptop lending<br><br><br>Prior approval required to visit SLU<br><br>Tracking mail, and COVID expenses |
| | | Communications: Working remotely and all meetings held virtually | Communications Team | Zoom, Teams, Webex, remote access, laptop lending |

8

| | | | | |
|---|---|---|---|---|
| | | **Human Resources:** Working remotely and all meetings held virtually | Human Resource Staff | Zoom, Teams, Webex, remote access, laptop lending |
| | **Staff, Faculty, Students visit campus as needed** **(masks are required to access facility)** | **Facilities:** 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 |
| | | **Information Technology:** 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 |
| | | **Business Office:** 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 |

9

| | | | | |
|---|---|---|---|---|
| | | Visiting SLU as needed | | Prior approval required to visit SLU  Tracking all COVID expenses |
| | | **Communications:** 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 |
| | | **Human Resources:** 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 |
| **LEVEL TWO:** **Advanced Access (hybrid model)** | **Spatial Requirements** | **Scheduling** | **Personnel** | **Implementation** |
| | **Complete cleaning of SLU and building** | **Facilities:** 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  Following COVID-19 cleaning and disinfecting guidelines |

10

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

11

| | | | | |
|---|---|---|---|---|
| | enter building and while inside SLU facility | distancing (1 or 2 people at time) | | placing CDC/NYS Dept of Health signs throughout common areas- lounges, pantries, restrooms, hallways |
| | | Faculty, Staff provided with masks, gloves, disinfecting wipes; and Plexiglas barriers installed | | SLU provides masks, gloves, hand sanitizers, disinfecting wipes to SLU faculty, staff working at SLU; Plexiglas installed by IT helpdesk and 19th Floor reception desk |
| | | Creating hand sanitizing stations, and PPE stations on campus | | 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: 19th floor reception desk, 18th floor helpdesk; 1005 pantry area; 1008 conference table area |
| | | COVID-19 Contact Persons identified | Burt Sacks, Nelly Benavides | Proceeds with established reporting protocols when COVID-19 cases are reported. |
| | | Health Screening- dedicated health staff screens staff prior to coming in to work, upon arriving at work, and | TBD (per NY State guidelines pertaining to office buildings and CUNY guidelines) | Keeps track of all faculty and staff attendance to SLU and contacts necessary parties when a COVID-19 case is reported |

12

| | | | | |
|---|---|---|---|---|
| | | 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<br>Supervisors will report staff schedules per month to the Dean of Operations and Administration<br>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 roomreservation@slu.cuny.edu |
| | | 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;<br>-wearing masks at all times; |

13

| | | | | |
|---|---|---|---|---|
| | | | | -washing hands for 20 seconds, per CDC guidelines;<br>-using hand sanitizers in common areas;<br>-using disinfecting wipes for desk areas as needed;<br>-performing health self-check at home prior to coming in to work;<br>-reporting to their supervisor if they came in contact with COVID-19 case, have symptoms, or have high health risks;<br>-leaving desk areas clear to help custodial staff clean surface areas<br>-maintaining social distancing of 6 ft at all times |
| | | IT:<br>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:<br>Staggered work schedules in place | Budget Team | Schedules provided to Associate Dean of Operations and Administration |
| | | Communications:<br>Staggered work schedules in place | Communications Team | Sending SLU campus updates to Faculty, Staff, and Students |

14

| | | | | via email, newsletter, and on website<br><br>Prior approval required to visit SLU |
|---|---|---|---|---|
| | | Human Resources:<br>Staggered work schedule in place | Human Resource Staff | Meetings will take place virtually or in-person, as needed. |
| **LEVEL THREE:**<br>**Fully Open** | **Spatial Requirements** | **Scheduling** | **Personnel** | **Implementation** |
| | **Follow State, City, and CUNY guidelines**<br><br>**Complete cleaning of SLU and building** | **Facilities:**<br>Staff and Faculty return to regular in-person work schedules<br><br>In-person classes and events resume.<br><br>Reservation of space resumes<br><br>Daytime and evening cleaning and disinfecting of space, especially of high touch areas continues. | Faculty, Staff, Students, Vendors, Guests<br><br>Custodial Assistant, building management cleaning crew | In-Person work activities resume as scheduled.<br><br>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.<br><br>Checklist for daytime cleaning created on a daily and weekly basis, and updated as needed.<br><br>Following COVID-19 cleaning and disinfecting guidelines |
| | | **IT:**<br>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. |

15

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

## The Murphy Institute- Worker Education*

| LEVEL ONE:<br>Limited Access | Spatial Requirements | Scheduling | Personnel | Implementation |
|---|---|---|---|---|
| | **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<br>-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<br>Advisors<br>Site Coordinators | Various mediums: Zoom, email, WC Online, Microsoft Teams etc.<br>- Communicate update to students |

16

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

17

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

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

18

## J.   Reopening Plan LEVEL II  (updated)

### Academic Affairs

| LEVEL TWO: Advanced Access | Spatial/Safety Requirements | Scheduling | Personnel | Implementation |
|---|---|---|---|---|
| | Complete cleaning of SLU and building<br><br>Safety protocols are in place including:<br>-spatial distancing<br>-cleaning protocols<br>-health protocols<br><br>(masks are required to access facility) | 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.<br><br>OAA staggered schedule on campus<br><br>Staggered work schedules:<br><u>6ft Social Distancing:</u><br>Remote & in-person once/twice a week (Tues.)<br><br><u>3ft Social Distancing:</u><br>Remote & in-person Monday-Friday<br><br>Meetings in private offices are not allowed at this time.<br><br>Schedule of Meetings held on campus and remotely | Faculty<br>OAA Staff | -Faculty and OAA meeting to develop schedule<br>-OAA provided schedule |

## Student Affairs

| LEVEL TWO:<br>Advanced Access | Spatial Requirements | Scheduling | Personnel | Implementation |
|---|---|---|---|---|
| | • **Complete cleaning of SLU and building**<br><br>• **Safety protocols are in place including:**<br>-spatial distancing<br>-cleaning protocols in place<br>-health protocols in place<br><br>**(masks are required to access facility)** | ~~Hybrid model (some student services offered on campus and remotely)~~<br><br>Student offerings will remain mostly online (workshops, appt with advisors, etc.) with face-to-face exceptions as needed.<br><br>Student Affairs staggered work schedule on campus<br><br>Staggered work schedules:<br>6ft Social Distancing:<br>Remote & in-person once/twice a week (Wed.)<br><br>3ft Social Distancing:<br>Remote & in-person Monday-Friday<br><br>Meetings in private offices are not allowed at this time.<br><br>Schedule of student services and meetings to be held on campus and remotely<br><br>In-Person Support by Appointment ONLY. | SA Staff<br>Advisors<br>Student services Staff | - SA develop preliminary plan for student services on campus and remotely<br>- SA and OAA meet to finalize plan<br>- Communicate update to students |

| | | | | |
|---|---|---|---|---|
| | | <span style="color:red">Remote & in-person once/twice a week (Mon.)</span><br><br><span style="color:red">3ft Social Distancing: Remote & in-person Monday-Friday</span><br><br>Meetings in private offices are not allowed at this time.<br><br><span style="color:red">In-Person Support by Appointment ONLY.</span> | | |
| | | **Registrar:** Staggered schedule on campus; Schedule of Meetings held on campus and remotely; Continued efforts to follow safe protocols<br><br><span style="color:red">Staggered work schedules: 6ft Social Distancing: Remote & in-person once/twice a week (Tues.)</span><br><br><span style="color:red">3ft Social Distancing: Remote & in-person Monday-Friday</span><br><br>Meetings in private offices are not allowed at this time.<br><br><span style="color:red">In-Person Support by Appointment ONLY.</span> | 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 |
|---|---|---|---|---|
| | • **Complete cleaning of SLU and building**<br><br>• **Safety protocols are in place including:** -spatial distancing -cleaning protocols -health protocols<br><br>(masks are required to access facility) | **Enrollment & Admissions:** Limited on campus activities would resume and be restricted to mail collection for application document processing<br><br>Virtual events<br><br><span style="color:red">Staggered work schedules: 6ft Social Distancing: Remote & in-person once/twice a week (Thurs.)</span><br><br><span style="color:red">3ft Social Distancing: Remote & in-person Monday-Friday</span><br><br>Meetings in private offices are not allowed at this time.<br><br><span style="color:red">In-Person Support by Appointment ONLY.</span> | 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)<br><br><span style="color:red">Staggered work schedules: 6ft Social Distancing:</span> | 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 |
|---|---|---|---|---|
| | • Complete cleaning of SLU and building<br><br>• Safety Protocols are in place including:<br>-spatial distancing<br>-cleaning protocols<br>-health protocols<br><br>(masks are required to access facility)<br><br>All SLU employees, students, vendors, and visitors are required to wear masks to enter building and while inside SLU facility | Facilities:<br>• 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 & CDC guidelines. Attend COVID-19 trainings on how to clean and disinfect.<br><br>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.<br><br>Meetings in private offices are not allowed at this time.<br><br>Taking Personal Responsibility | Custodial Staff, Operations Team, Health Screeners;<br><br>Faculty, Staff, Students, Vendors, Guests | Facilities/Operations Team<br>• 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.<br>• Following COVID-19 cleaning and disinfecting guidelines. Per NY State guidelines pertaining to office buildings and CUNY guidelines)<br>• PPE stations- locations where people can get masks, gloves, disinfecting wipes, and first aid kits: 19th floor reception desk, 18th floor helpdesk; 1005 pantry area; 1008 conference table area<br>• Attended PSC's training, and will continue to attend other trainings relevant to the work.<br>• Creating hand sanitizing stations, and PPE stations on campus. Placing wall mounted hand sanitizers by key high |

| | | | | |
|---|---|---|---|---|
| | | COVID-19 Contact Persons identified<br><br>**6ft Social Distancing**<br>Routine cleaning and disinfecting Monday-Friday;<br>Deep cleaning and disinfecting:<br>19th Floor: Fridays<br>18th Floor: Fridays<br>Room 1005- Wednesdays<br>Room 1008-Wednesdays<br><br>**3ft Social Distancing**<br>Routine cleaning and disinfecting Monday-Friday;<br>Deep cleaning and disinfecting on Fridays, and as needed.<br><br>Meetings in private offices are not allowed at this time.<br><br>Custodial staff available Monday- Friday.<br><br>In-Person Support by Appointment ONLY. | | touch areas- entrances, pantry areas, classrooms, and restrooms.<br>• Social distancing promoted within the classrooms and faculty provided with classroom kits.<br>• Social distancing in common areas floor signs in place;<br>• Restroom occupancy limited to 50% capacity and 6ft social distancing (1 or 2 people at time)<br>• SLU provides masks, gloves, hand sanitizers, disinfecting wipes to SLU faculty, staff working at SLU; Plexiglas installed by IT helpdesk and 19th Floor reception desk<br>• Faculty, Staff provided with masks, gloves, disinfecting wipes; and Plexiglas barriers installed in open workstations in hallways as needed.<br>• 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.<br>• Taping off seating in common areas every 6 ft, placing floor signs to keep social distancing and directional signs in place, |

| | | | | placing CDC/NYS Dept of Health signs throughout common areas- lounges, pantries, restrooms, hallways |
|---|---|---|---|---|
| | | | | • Facility will block off classrooms during the daytime and reserve classrooms for SLU activities |
| | | | | • Routine cleaning and disinfecting of all SLU spaces will continue |
| | | | | **Health Screeners:** |
| | | | | • Health Screening- dedicated health staff screens staff prior to coming in to work, upon arriving at work, and completes contact tracing when needed |
| | | | | **COVID Team:** |
| | | | | • Proceed with established reporting protocols when COVID-19 cases are reported. |
| | | | | • Keeps track of all faculty and staff attendance to SLU and contacts necessary parties when a COVID-19 case is reported |
| | | | | • Contact tracing will continue as reported. |
| | | | | • COVID-19 Persons of Contact will communicate information to Health Screener and Building Management to get cleaning and contact tracing started |

| | | | | Faculty, Staff:<br>• Staff staggered work schedules based on Remote Work Agreement<br>• Faculty, Staff will need to reserve a dedicated meeting space for meetings through roomreservation@slu.cuny.edu<br><br>Students & Student Services Staff:<br>• Email individual student services staff to setup an appointment to have an in-person meeting<br>• Student Service staff email Deputy and Associate Dean of proposed in-person meetings<br>• ==Approvals from Deputy and/or Associate Dean will be based on occupancy levels and staffing availability==<br><br>Vendors, Guest:<br>• Email Deputy and Dean of Administration and Operations requesting to access the campus<br><br>ALL: Personal Responsibility:<br>• Performing health self-check at home prior to coming in to work;<br>• Reporting to their supervisor if they came in contact with |
|---|---|---|---|---|

| | | | | COVID-19 case, have symptoms, or have high health risks; |
|---|---|---|---|---|
| | | | | • Emailing request to hold in-person student meetings to Deputy and Associate Dean of Administration (nelly.benavides@slu.cuny.edu; burt.sacks@cuny.edu ); |
| | | | | • Emailing request for meeting room to roomreservation@slu.cuny.edu; |
| | | | | • Completing health screening protocols prior and day of being on campus |
| | | | | • Wearing masks at all times; |
| | | | | • Washing hands for 20 seconds, per CDC guidelines; |
| | | | | • Washing hand sanitizers in common areas; |
| | | | | • Using disinfecting wipes for desk areas as needed; |
| | | | | • leaving desk areas clear to help custodial staff clean surface areas |
| | | | | • maintaining social distancing of 6 ft or 3ft social distancing at all times |
| | | **IT:** 6ft Social Distancing: Remote & in-person four days a week  3ft Social Distancing: | Information Technology Staff; Students | Using disinfecting wipes to clean technology equipment onsite and any items that are returned  Cleaning of SLU technology equipment: borrowed equipment/laptops, student |

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

| | | | | |
|---|---|---|---|---|
| | | 3ft Social Distancing: Remote & in-person Monday-Friday

Meetings in private offices are not allowed at this time.

In-Person Support by Appointment ONLY. | | |
| | | **Communications:** Staggered work schedules in place

Staggered work schedules: 6ft Social Distancing: Remote & in-person once/twice a week

3ft Social Distancing: Remote & in-person Monday-Friday

Meetings in private offices are not allowed at this time.

In-Person Support by Appointment ONLY. | Communications Team | Sending SLU campus updates to Faculty, Staff, and Students via email, newsletter, and on website

Prior approval required to visit SLU |
| | | **Human Resources:** Staggered work schedule in place

Staggered work schedules: 6ft & 3ft Social Distancing: Remote & in-person once/twice a week | Human Resource Staff | Meetings will take place virtually or in-person, as needed. |

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

## The Murphy Institute- Worker Education*

| LEVEL TWO:<br>Advanced Access | Spatial Requirements | Scheduling | Personnel | Implementation |
|---|---|---|---|---|
| | Complete cleaning of SLU and building<br><br>Safety protocols are in place including:<br>-spatial distancing<br>-cleaning protocols in place<br>-health protocols in place<br><br>(masks are required to access facility) | All workshops and information sessions held virtually<br><br>Hybrid model - some classes, some services and advising offered on campus and remotely<br>- Limited to conference room<br><br>Staggered work schedules:<br>6ft Social Distancing:<br>Remote & in-person once/twice a week<br><br>3ft Social Distancing:<br>Remote & in-person Monday-Friday<br><br>Meetings in private offices are not allowed at this time. | Worker Education staff<br>Instructors<br>Advisors<br>Tutors | All workshops and recruitment events would be offered in a virtual setting.<br><br>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.<br><br>Worker Education provide schedule |
| | | Schedule of meetings to be held on campus and remotely<br><br>In-Person Support by Appointment ONLY. | | |

*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

Page 1 of 16

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

Start of Block: Overall Comfort

Q21 Please select your primary role at SLU:

|  | Full-Time (1) | Part-Time (2) |
| --- | --- | --- |
| Faculty (1) | ○ | ○ |
| Staff (2) | ○ | ○ |

Page Break

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)

_____

Page Break  ————————————————————————————————————

Page 3 of 16

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):

| | 0 1 2 3 4 6 7 8 9 10 |
|---|---|
| Commuting via major hubs (Penn Station, Grand Central Station, etc.) () | |
| Standing/waiting in a shared lobby () | |
| Riding in elevators () | |
| Being in elevators with others () | |

Page Break ────────────────────────────────────

Page 5 of 16
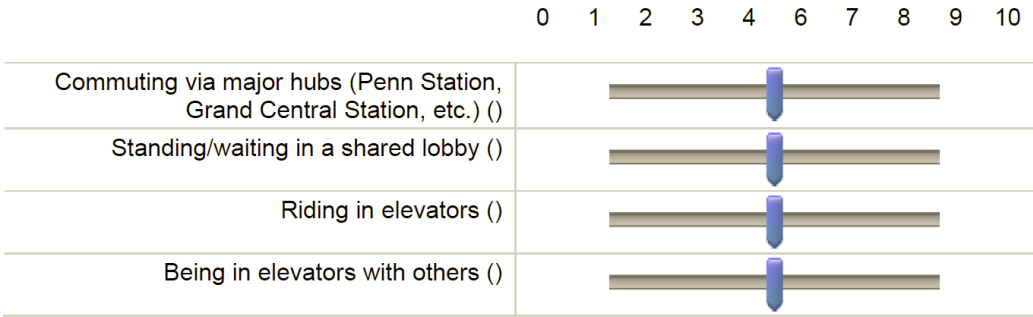
Q4 What are your main concerns about coming back into the workplace? Please select all that apply.

☐ 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.

_____

_____

_____

Page 6 of 16

_____

_____

Page Break

Page 7 of 16

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)

_____

Page Break ——————————————————————————

Page 8 of 16

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

Start of Block: Block 4

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

End of Block: Block 4

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)

Page 9 of 16

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)

Page Break ───────────────────────────────

Page 10 of 16

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

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)

Page Break

Page 11 of 16

Q14 What additional resources do you need?

_____

_____

_____

_____

_____

Page Break

Page 12 of 16

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)

Page Break ————————————————————————

Page 13 of 16

Q16 What can we provide more clarity on?

_____

_____

_____

_____

_____

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)

---

Page Break

Page 15 of 16

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

_____

_____

_____

_____

_____

**End of Block: Your Role**

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

# Return to Classroom Survey Students

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

CUNY School of Labor and Urban Studies, 25 West 43rd Street, 19th Floor, NY, NY 10036,   Tel. 646-313-8300,  Fax 646-313-8302          Page lxxvi

# Student Return to Classroom Survey

**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**

**Start of Block: Overall Comfort**

Q21 Please select your academic level at SLU:

○ Graduate  (1)

○ Undergraduate  (2)

Page Break

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)
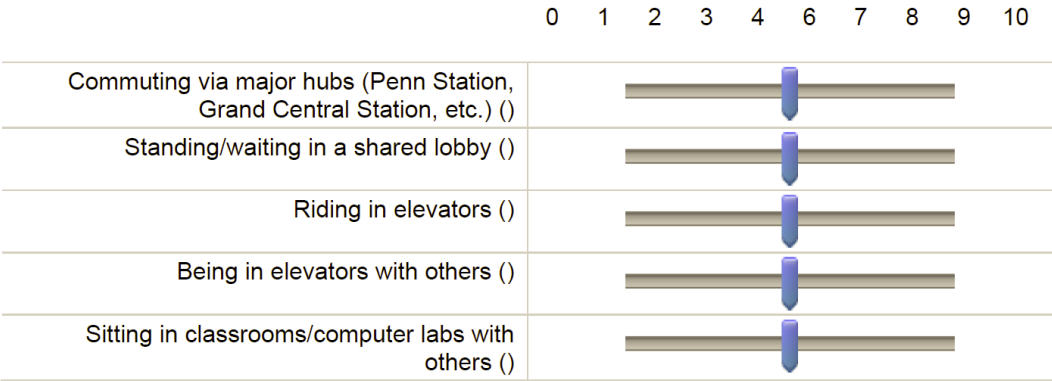
Page Break ────────────────────────────────

Page 2 of 15

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 ————————————————————

Page 3 of 15

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):

|  | 0 | 1 | 2 | 3 | 4 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|---|---|
| Commuting via major hubs (Penn Station, Grand Central Station, etc.) () | | | | | | | | | | |
| Standing/waiting in a shared lobby () | | | | | | | | | | |
| Riding in elevators () | | | | | | | | | | |
| Being in elevators with others () | | | | | | | | | | |
| Sitting in classrooms/computer labs with others () | | | | | | | | | | |

-------------------------------------------------------------------------

Page Break

Page 4 of 15

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

☐ Going back into the classroom 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 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.


_____

_____

Page 5 of 15

_____

_____

_____

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)

_____

---

Page Break ————————————————————————————

Page 7 of 15

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*

*Start of Block: Block 4*

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

*End of Block: Block 4*

*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)

Page 8 of 15

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)

Page Break

Page 9 of 15

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

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

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)

Page Break

Page 10 of 15

Q14 What additional resources do you need?

_____

_____

_____

_____

_____

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)

---

Page Break ─────────────────────────

Page 12 of 15

Q16 What can we provide more clarity on?

_____

_____

_____

_____

_____

Page Break

Page 13 of 15

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)

---

Page Break

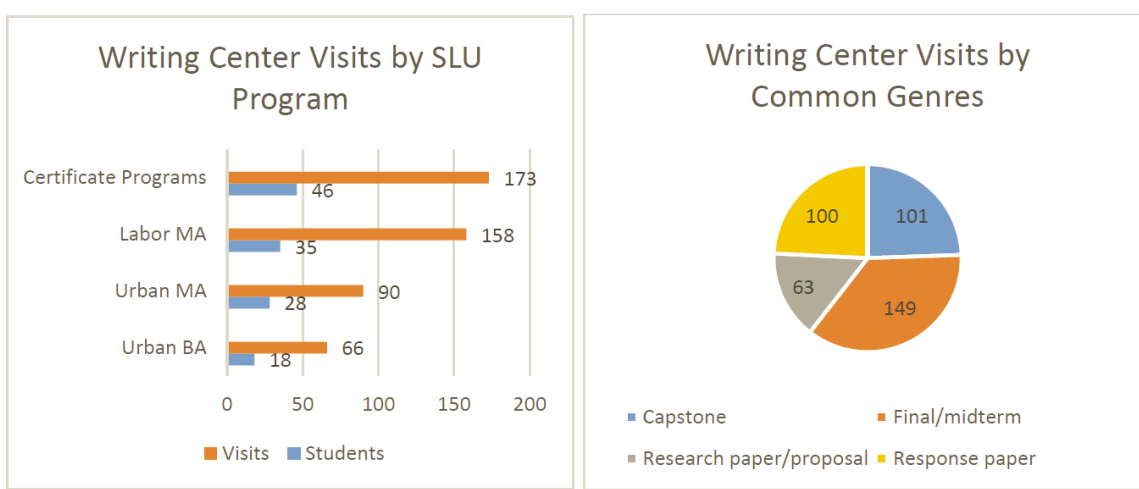Q17 Do you have any suggestions on how to make the transition back to in-person learning easier? Please explain.

_____

_____

_____

_____

_____

**End of Block: Your Role**

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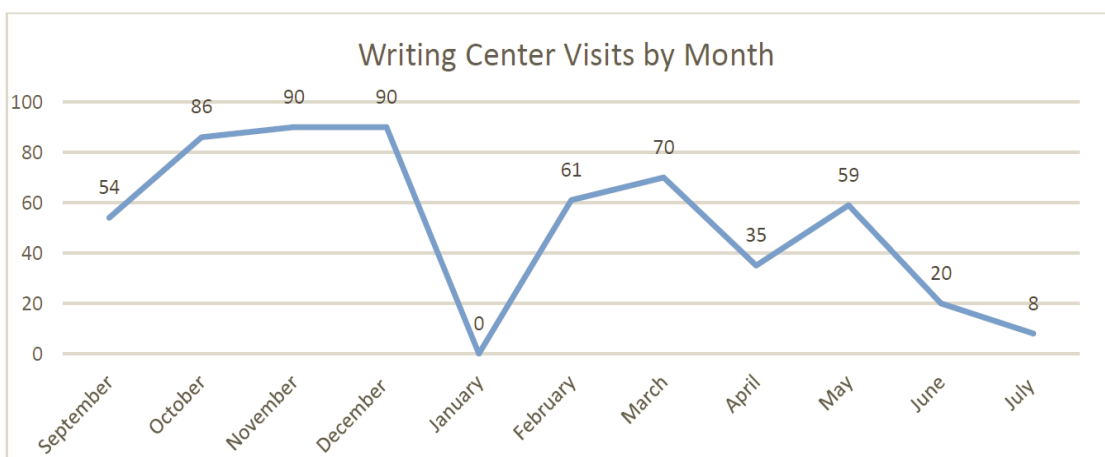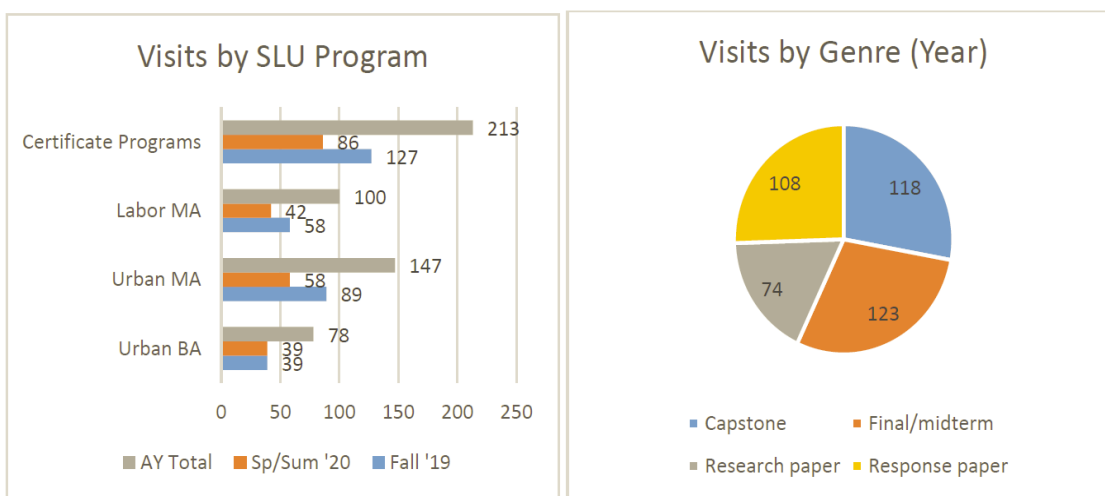
**AY Highlights:** 1) Total attendance for the Writing Center's How-to Workshops was **282**, nearly triple the previous year's attendance; 2) In SP'21, QR usage nearly doubled, to **53** sessions; from the FA'20 total of **27** sessions; 3) In SP'21, Capstone writers accounted for **70** visits, suggesting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

## Visits by SLU Program

| Program | AY Total | Sp/Sum '20 | Fall '19 |
|---|---|---|---|
| Certificate Programs | 213 | 86 | 127 |
| Labor MA | 100 | 42 | 58 |
| Urban MA | 147 | 58 | 89 |
| Urban BA | 78 | 39 | 39 |

## Visits by Genre (Year)

- Capstone: 118
- Final/midterm: 123
- Research paper: 74
- Response paper: 108

## Writing Center Visits by Month

| Month | Visits |
|---|---|
| September | 54 |
| October | 86 |
| November | 90 |
| December | 90 |
| January | 0 |
| February | 61 |
| March | 70 |
| April | 35 |
| May | 59 |
| June | 20 |
| July | 8 |

**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.