



BMCC Reopening and Operations Plan

Academic Fall Semester 2020 (Revised on 08/19/2020)

BMCC Reopening and Operations Plan

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BMCC Reopening and Operations Plan

Introduction

Dear BMCC Community,

To protect the health and well-being of all members of our community, BMCC will deliver the vast majority of instruction and support services from a distance in fall 2020. Over 98 percent of class sections will be delivered online; and nearly all support services including admissions, advising, tutoring, counseling, career development, the library, and Single Stop will be delivered online. A limited number of services including the Panther Pantry, the Early Childhood Center and research labs will have reduced in-person hours.

Access to the campus will be strictly limited to essential staff on a rotating basis, faculty and students in designated in-person classes, faculty and staff to pick up needed materials on a limited basis by appointment only, and students to use computer labs or study areas with appropriate distancing by appointment only. 199 Chambers will be open with limited access for designated instruction and services. The second and third floors of Murray will be open to provide controlled access to computer labs and study areas by appointment. Fiterman will be closed except for extremely limited access by appointment only. Similar plans are in place for MEOC programs at 125th Street and ACE programs at 25 Broadway.

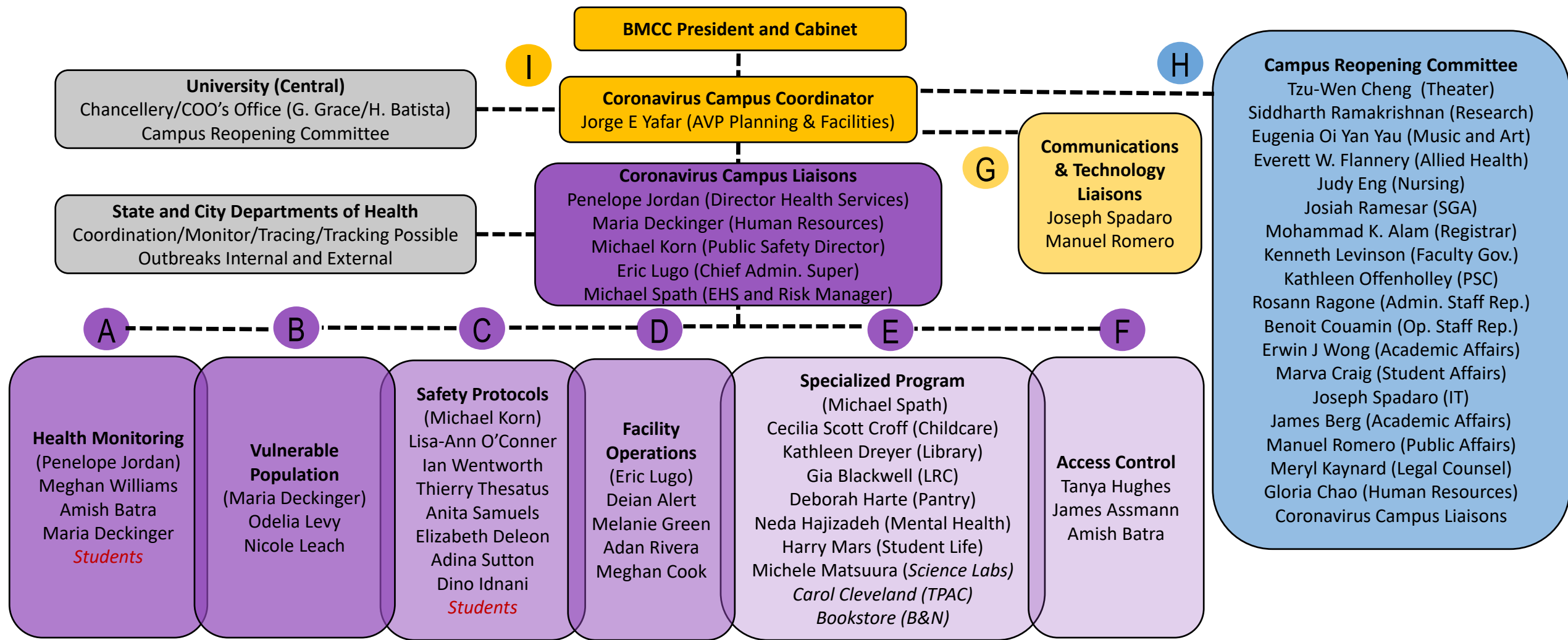
Anyone coming to campus must complete the Return to Work Training Video once, which is available on the BMCC portal. Anyone coming to campus must complete the Daily Staff Screening Form every time they come to campus, also available on the BMCC portal. Our fall 2020 plan for safely reopening severely limits the number of faculty, staff and students who will be coming to campus.

BMCC's Fall 2020 Reopening Plan was submitted today for approval from CUNY and the State as required. It provides comprehensive details about safety procedures related to people (including the requirement for face coverings and social distancing), places (including extensive and frequent cleaning and disinfection), and processes (including required daily screening and procedures related to any confirmed COVID case on campus). The plan also includes a governance structure with a Reopening Steering Committee and designated liaisons and teams related to particular aspects of the plan (for example health monitoring and vulnerable populations).

BMCC is committed to creating the best possible experience for students, faculty and staff— in-person and virtually— strengthening our culture of care, and creating the conditions under which all students can learn and all members of the community can thrive.

BMCC Reopening and Operations Plan

Governance Structure



BMCC Reopening and Operations Plan

Scope of Responsibilities

Coronavirus Campus Coordinator

This role will be performed by the Assistant Vice President of Campus Planning and Facilities and will oversee the preparation, review and implementation of the Campus Reopening Plans. The Coronavirus Campus Coordinator will:

- ✓ Serve as the campus safety monitor, responsible for ensuring continuous compliance with all aspects of the campus's reopening plan.
- ✓ Lead and coordinate the work of the Campus Reopening Committee and serve as the primary conduit between the campus and CUNY Central on reopening-related matters.
- ✓ Receive information from the Coronavirus Campus Liaisons (see below) on COVID-19 exposures on each campus and ensure that local health officials are immediately notified upon the identification of positive cases.
- ✓ Receive confidential reports from their campus on issues with non-compliance with social distancing, hygiene, or safety practices.
- ✓ Support the work of Coronavirus Campus Liaisons in specific areas of responsibilities, such as Health Monitoring, Vulnerable Populations, Safety Protocols, Facility Operations and Specialized Programs.
- ✓ Once the reopening plans are approved by the Chancellery/COO's Office and the State, the coordinator will work with the Liaisons to implement the safety measures for return to the campus as sequenced in the approved plans. In progressing through any stage of reopening, the Coordinator working with the COO's Office will be responsive to local health conditions and continuously monitor and modify the reopening approach as needed.

Coronavirus Campus Liaisons

Will assist in developing, implementing and continuously monitoring adherence and compliance with the approved Reopening and Operations Plan at various capacities and in an integrated manner. The Coronavirus Campus Liaisons will manage the following areas of responsibilities:

- ✓ Health Monitoring – Manage all aspects of Screening/Tracing/Tracking as outlined in pages #
- ✓ Vulnerable Populations – Manage and assist all community members with protocols and reasonable accommodations as outlined in pages #
- ✓ Safety Protocols – Manage all safety regulations, including but not limited to Distancing and Masks, Limited Occupancy and Congestion as outlined in pages #
- ✓ Facility Operations – Manage all building operations, including but not limited to Reconfiguring Room Layouts, Personal Protective Equipment, Hygiene, Cleaning and Disinfection of facilities, management of HVAC systems as outlined in pages #
- ✓ Specialized Programs – Manage and assist in developing safety protocols for specialized program areas, such as but not limited to Childcare center, Research Labs as outlined in pages #
- ✓ After two weeks of operating under the approved reopening plan, Liaisons must report back to the Coronavirus Campus Coordinator on how operations are working, with suggested revisions to the plans. The Coronavirus Campus Coordinator in conjunction with the Campus Reopening Committee, working with the COO's Office, and responsive to local health conditions, may then modify the reopening approach.

BMCC Reopening and Operations Plan

Scope of Responsibilities Cont.

Campus Reopening Committee

The Campus Reopening Committee should be led by the Coronavirus Campus Coordinator. This Committee includes representation from Operations (Public Safety/Buildings and Grounds), Administrative Staff, Academic Programs (Nursing/Allied Health/Theater/Music and Art/Science Research), Faculty Governance, Student Governance, Labor Unions, Human resources, Environmental Health and Safety, Student Affairs, Academic Affairs, Public Affairs, Health Services, Registrar, Legal Counsel and Information Resource Technology. The Campus Reopening Committee will:

- ✓ Assist in determining the areas/departments to be included in each stage of the reopening based on college priorities, facility readiness and the risk assessment provided in Section II. C., 'Staged Reopening.'
- ✓ Assist with preparation, review and implementation of the Campus Reopening Plan.
- ✓ Serve as the 'Campus Closing Committee,' if needed, to implement Reclosing Plans.
- ✓ Consult with campus stakeholders, such as faculty, students, unions, and staff in developing campus plans.

Local Health Conditions/Triggers for Reopening

The State will continue to monitor the critical key metrics developed for the Regional Un-pause Dashboard to ensure the prevalence of the disease is low enough to resume operations safely in each region in New York State and determine when the measures have been met. Per the NY Forward Plan, the CUNY campuses are expected to reopen as part of NYS Phase 4. Monitoring of these measures by the State will guide the timeline for the first stage of the reopening process for each campus. The Chancellery/COO's Office will coordinate with New York State and New York City public health officials to understand changes in local health conditions that may impact the CUNY community and to provide information on the health conditions of the CUNY campuses.

BMCC Reopening and Operations Plan

Scope of Responsibilities for Students

Covid-19 Student Conduct Protocol

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

- ✓ Always wearing a mask when on campus and when gathering with other individuals
- ✓ Maintaining physical distance of at least six feet on campus and when gathering with individuals outside the classrooms and other areas
- ✓ Limiting the size of on campus gatherings;
- ✓ Minimizing and limiting the size of events gatherings with other students

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

- ✓ Behaviors that recklessly or intentionally endangers the health of others
- ✓ Behavior that interferes with the institution's educational processes.
- ✓ Failure to comply with the direction of a University official
- ✓ The University is committed to adhering fully to current and future directives about social encounters from the federal, state and local public health officials. Any student found in violation of these directives may be subject to discipline under article XV of the CUNY bylaws.

BMCC will publicize the above **Student Conduct Protocol** as part of our Communication plan during the Fall 2020 semester to all student entering our facilities.

BMCC Reopening and Operations Plan

Guidelines Structure

(I) PEOPLE		(II) PLACES	(III) PROCESS	(IV) INSTITUTION PLANS
<p>(I-A) Physical Distancing Distancing and Masks Limit Occupancy and Congestion Reconfigure Floorplans Signage</p>	<p>(I-C) Operational Activity Staff Scheduling and HR Course Scheduling Persons on Campus Vulnerable Populations Mental Health and Welfare Grading Policies and Academic Support Student Life Technology Facilities and Grounds Reclosing in the Event of an Outbreak</p>	<p>(II-A) Protective Equipment</p>	<p>(III-A) Screening and Testing Return to Campus Screening Testing</p>	<p>References</p>
<p>(I-B) Gathering in Enclosed Spaces General Guidance Guidance for Specific Spaces Computer Labs Elevators Exterior Campus Grounds Hallways and Stairwells Lecture/Classrooms Lobby and Common Areas Office Space Restrooms</p>	<p>(I-D) Campus Deliveries and Drop-Off</p>	<p>(II-B) Hygiene, Cleaning and Disinfection</p>	<p>(III-B) Tracing and Tracking Tracing Tracking</p>	
		<p>(II-C) Staged Reopening</p>		
		<p>(II-D) Communication Plan</p>		

BMCC Reopening and Operations Plan

Guidelines Structure – Physical Distancing + Gathering in Enclosed Spaces + Operational Activity

(I) PEOPLE



BMCC Reopening and Operations Plan

(I-A) Physical Distancing – Distancing and Masks



FACE COVERINGS REQUIRED AT ALL TIMES WITHIN FACILITY

BMCC Reopening and Operations Plan

(I-A) Physical Distancing – Distancing and Masks



BI-DIRECTIONAL MOVEMENT WITHIN CORRIDORS AND DIRECTIONAL VERTICAL TRANSPORT (ESCALATORS)

BMCC Reopening and Operations Plan

(I-A) Physical Distancing – Limit Occupancy and Congestion (Not to Exceed 25%)



199 Chambers Street (MC)



Fiterman Hall (FH)

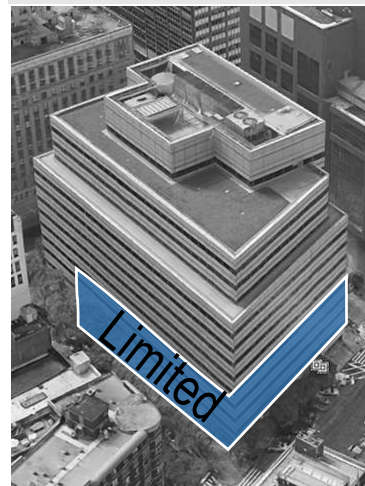
252	240	240	238	63	60	60	60
LL	10th	7th	6th	LL	10th	7th	6th
246	238	228	226	62	60	57	56
11th	9th	1st	4th	11th	9th	1st	4th
240	237	225	161	60	59	56	40
5th	3rd	2nd	13th	5th	3rd	2nd	13th
246			160	60			40
8th			12th	8th			12th
			150				37

1,420	805	802
1st Flr.	4th Flr.	7th Flr.
1,320	764	694
2nd Flr.	6th Flr.	5th Flr.
		540
		3rd Flr.

Normal Occupant Load (6,354 ppl)

355	200	200
1st Flr.	4th Flr.	7th Flr.
330	190	174
2nd Flr.	6th Flr.	5th Flr.
		135
		3rd Flr.

Reduced Occupant Load (1,583 ppl)



70 Murray St. (M)

525	325	131	81
3rd Flr.	2nd Flr.	3rd Flr.	2nd Flr.
	63		16
	1st Flr.		1st Flr.

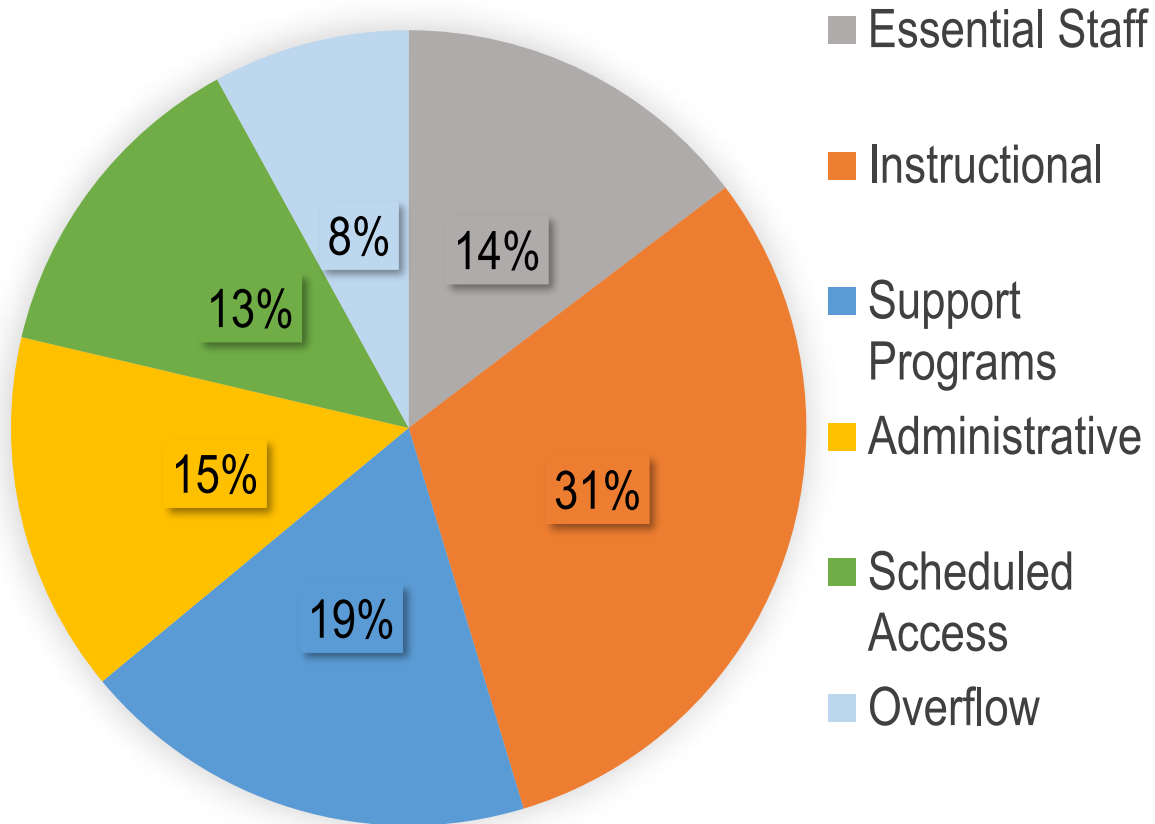
Normal Occupant Load (913 ppl)

Reduced Occupant Load (228 ppl)

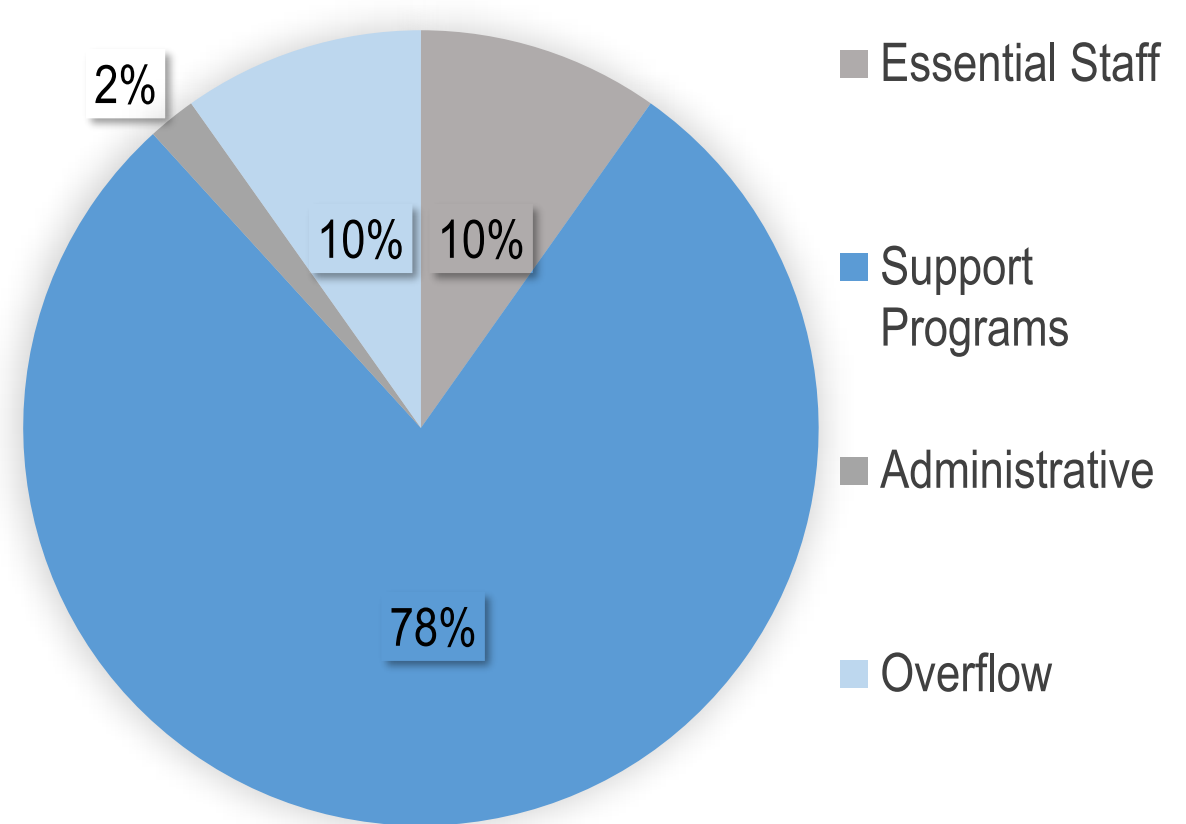
BMCC Reopening and Operations Plan

(I-A) Physical Distancing – Limit Occupancy and Congestion (Building Program)

199 Chambers (Occupants/1580)



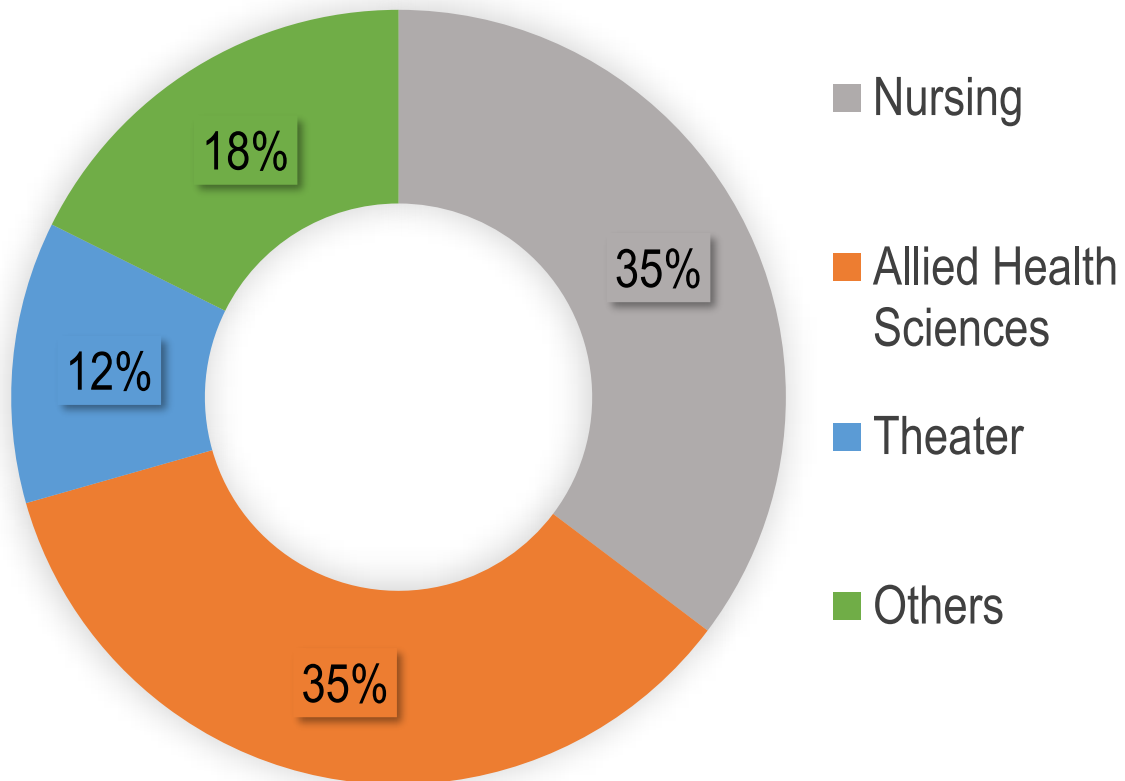
70 Murray Street (Occupants/228)



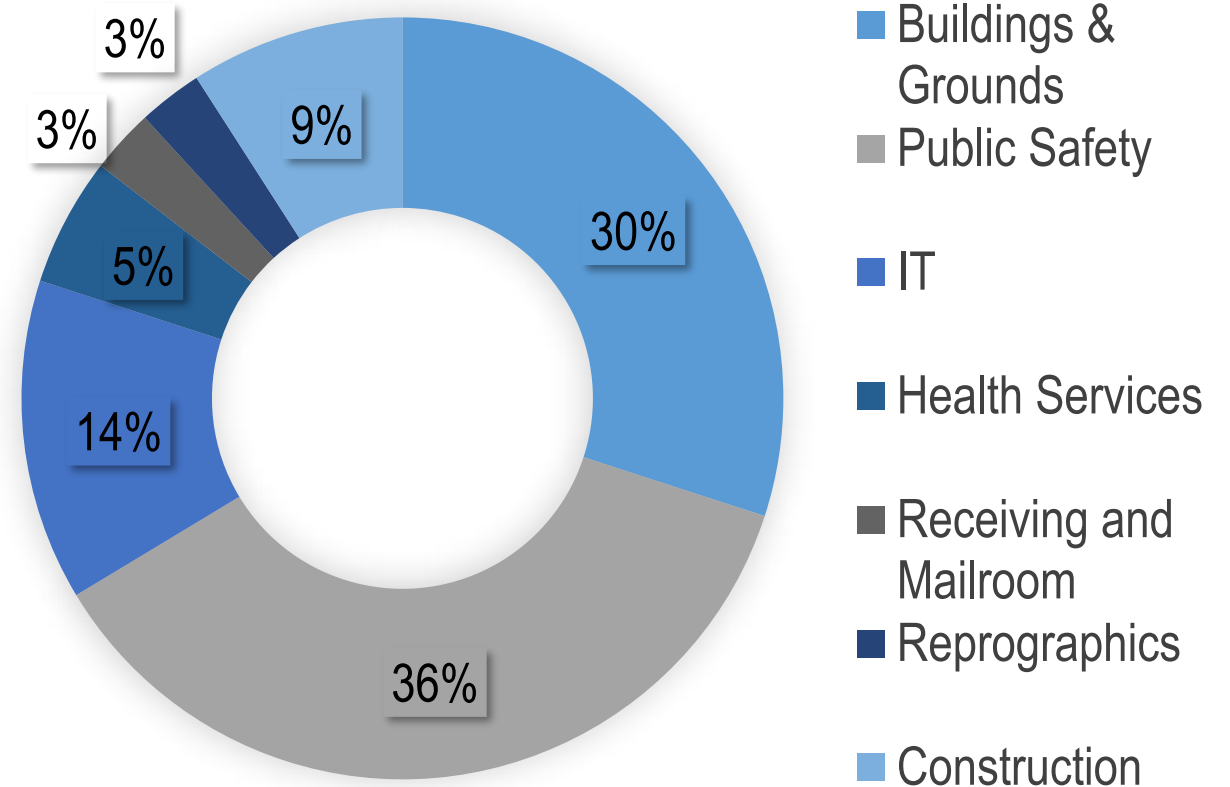
BMCC Reopening and Operations Plan

(I-A) Physical Distancing – Limit Occupancy and Congestion (199 Chambers)

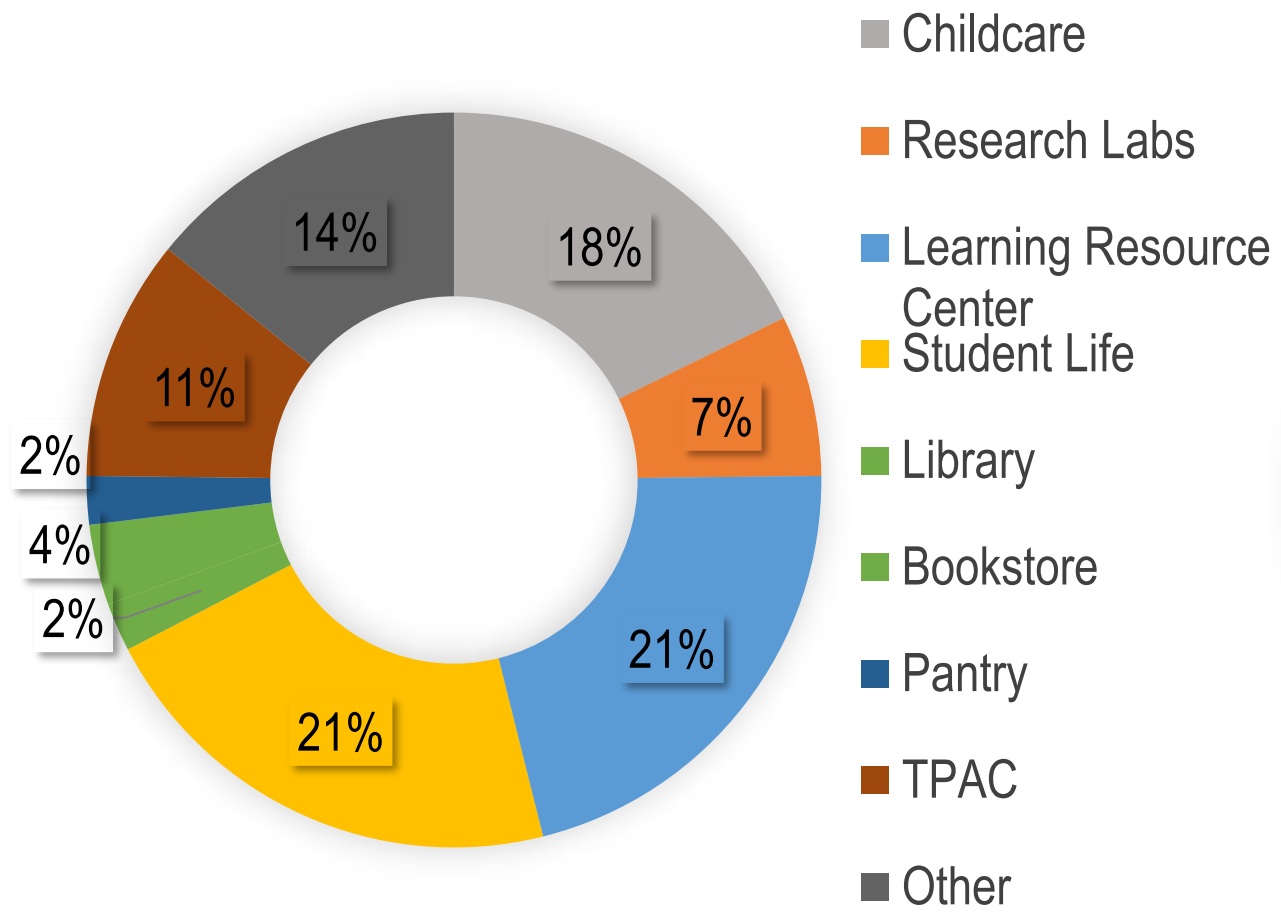
Instructional (Occupancy/460)



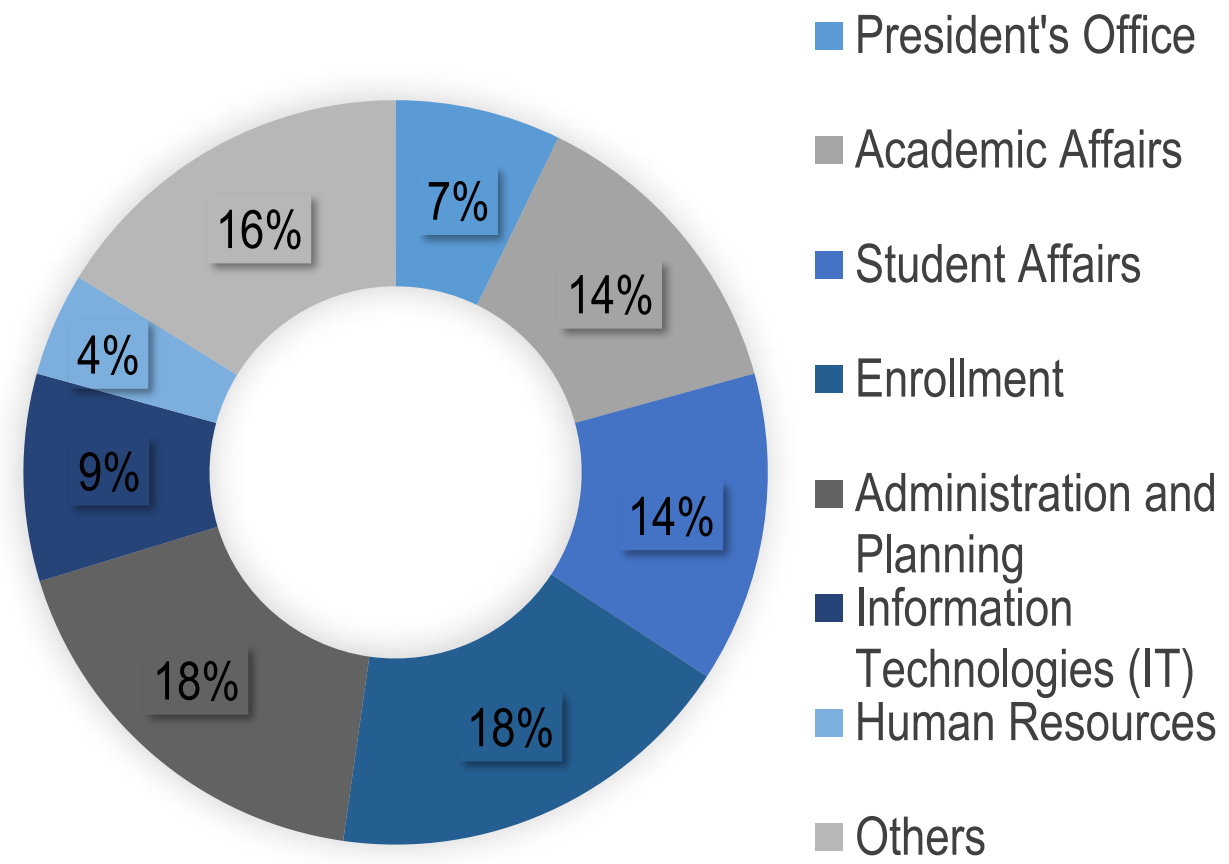
Essential Staff (Occupancy/220)



Support Programs (Occupancy/280)



Administration (Occupancy/220)



BMCC Reopening and Operations Plan

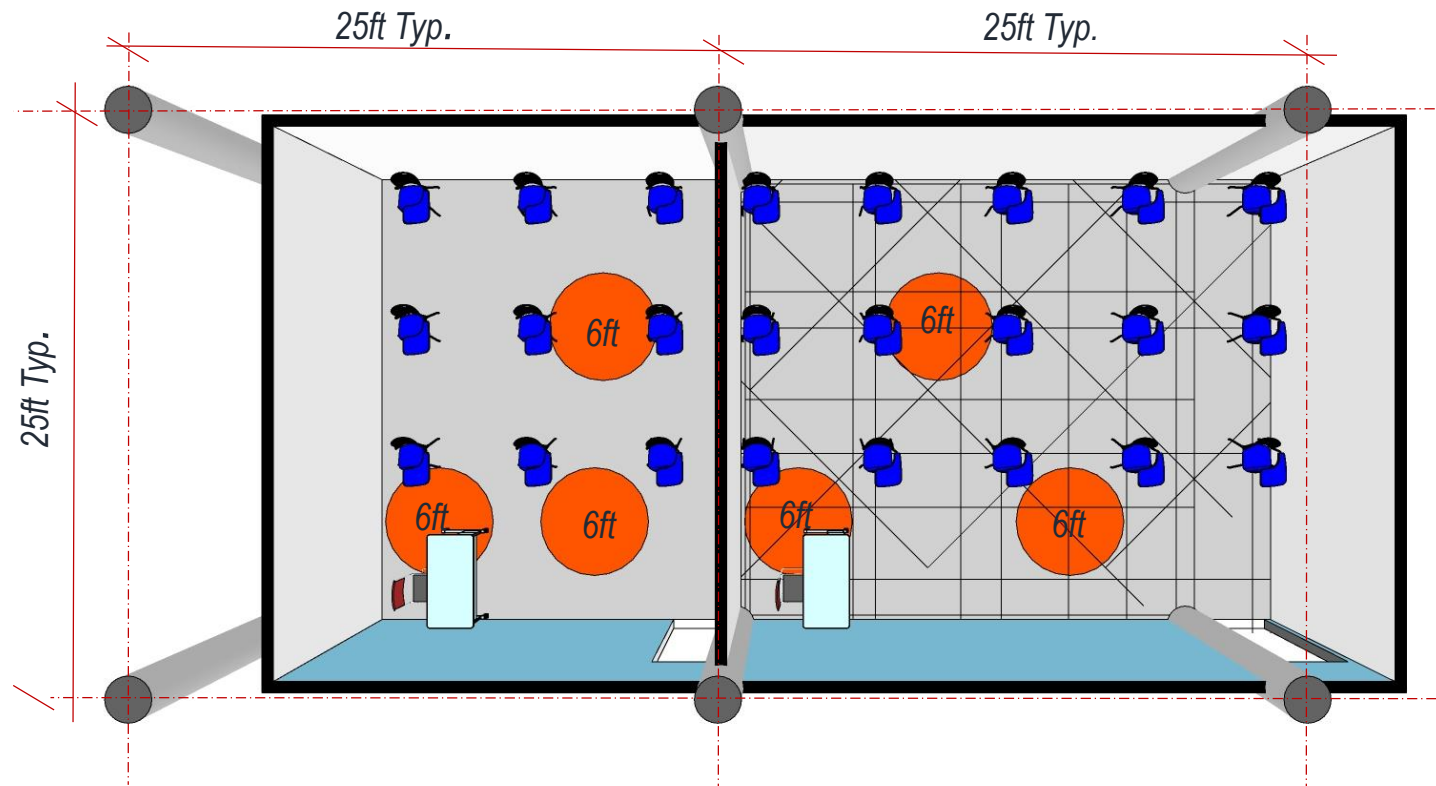
(I-A) Physical Distancing – Reconfigured Floor Plans (Classrooms 60%+ Reduction)



Typical Setup (35 Max.)



Physical Distancing Reduction (15 Max.)



Classroom (A) Area 500sqft

Classroom (B) Area 750sqft

BMCC Reopening and Operations Plan

(I-A) Physical Distancing – Reconfigured Floor Plans (Classrooms 60%+ Reduction)



BMCC Reopening and Operations Plan

(I-A) Physical Distancing – Reconfigured Floor Plans (Lounge Areas)



BMCC Reopening and Operations Plan

(I-B) Gathering in Enclosed Spaces – Various Building Spaces & Onsite Programs

REDUCED OCCUPANCY	RESTRICTED OCCUPANCY	NOT ACCESSIBLE
<ul style="list-style-type: none"> Dining Halls Computer Labs Breakrooms Childcare Center Restrooms Hallways and Stairways Lecture/Classrooms 	<ul style="list-style-type: none"> Elevators Exterior Campus Grounds Offices Lobby and Common Areas Bookstore Theaters I & II Art Gallery 	<ul style="list-style-type: none"> Gymnasium / Pool / Fitness Center Locker Rooms Cafeteria Library / Learning Resource Center Conference Rooms / Waiting Areas Reflection Room Testing Center

MAXIMUM ROOM OCCUPANCY METHODOLOGY

The maximum occupancy indicated in each Office space, was determined as a function of the overall room area, room layout, equipment/furniture in the room and the condition to not exceed 25% of normal occupancy. All active instructional spaces with loose furniture have been configured to meet or exceed the 6 foot distancing requirement and in spaces with fixed seating overall capacity has been reduced to 25% or less.

ONSITE CLASSES

A very limited number of academic sections will need to be offered onsite (see specific rationale on pages 17,A-D). These classes are primarily associated with the clinical and lab components of the **Nursing and Allied Health Sciences Programs**. A total of 14 sections for both of these programs will meet regularly Monday thru Saturday, with a total number of students for all sections not exceeding 240. The other program, **Theater** will meet occasionally (once a week), with a total number of sections not exceeding 4 and the total number of students for all sections being less than 40. Physical distancing measures have been implemented in all assigned rooms with maximum room capacities reduced by 60% min.

APPROACH TO REDUCE CONGESTION

As a function of the limited onsite class schedule and physical separation of assigned rooms, only two academic programs (**Nursing and Allied Health Sciences**) will have a consistent and frequent onsite presence. Room assignments for these two programs are physically separated along the North/South building axis. Each building section (North/South) will have a dedicated vertical path of travel and designated public restrooms, minimizing the possibility of congestion in the common areas. Additionally, class schedules will fluctuate by 30min between programs, to avoid a collective start or end of class time. The other program (**Theater**) with scheduled onsite presence, will have limited meeting times/frequency and is located on a lower floor with very little possibility of interaction in common areas.

BMCC Reopening and Operations Plan

(I-B) Gathering in Enclosed Spaces – Academic Programs Onsite

NURSING (120 Total Students Onsite – Monday thru Saturday)

RATIONALE FOR ONSITE PROGRAM

Nursing as a discipline requires both didactic and hands-on learning. All of the nursing courses (**NUR 112, 211, 313, 411**) are planned as hybrid format with the exception of NUR 415 which is done completely online.

- ✓ All didactic portion of the courses are done remotely via Zoom/Bb meetings (synchronously or asynchronously at the discretion of the professors). The clinical portion is also done remotely via vSIM, case studies, Zoom meetings for pre & post-conferences, and clinical assignments.
- ✓ **The lab skills portion and hands-on simulation require physical attendance.** Students need to practice and pass practical skills (injections, IV administration, blood pressure readings, catheterization, suctioning, etc.) Simulation experiences are scheduled at the NYSIM Center.
- ✓ Additionally, **proctored testing** has been extremely difficult to implement remotely in the spring semester. There is no available remote system at this time to BMCC faculty and students. Therefore, in order for the security of exams and the integrity of what students have learned, faculty needs to be able to administer proctored exams onsite.
- ✓ Computer rooms (S605 & S603) will allow for computerized proctored testing for one nursing section at a given time with 30 min. between each section.
- ✓ Nursing rooms (S747, S748, N758) will be used for one nursing section at a time with 30 min. between each session. No more than 10 students will be in each room at a given time.
- ✓ All rooms will have sanitizing wipes and gloves provided on regular basis by Buildings and Grounds.
- ✓ This plan has been thought out focusing on the safety of the students, faculty, and staff as priority. Faculty is fully aware that if there's a second wave of COVID-19 outbreak then we have no choice but to eliminate practicum skills and NYSIM experience from the curriculum this fall semester again.

BMCC Reopening and Operations Plan

(I-B) Gathering in Enclosed Spaces – Academic Programs Onsite

ALLIED HEALTH SCIENCES (120 Total Students Onsite – Monday thru Saturday)

RATIONALE FOR ONSITE PROGRAM

The Respiratory Therapy National Accrediting Body, The Commission on Accreditation for Respiratory Care (CoARC), the Paramedic Accrediting Body, the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) and the New York State Department of Health mandate face to face instruction because of the procedures the students must master to become safe and competent practitioners. To properly teach a mandated clinical skill or procedure, didactic instruction must be given first to the student. Then the instructor demonstrates the skill or procedure to the student utilizing the various pieces of equipment followed by the student practicing the skill or procedure to demonstrate their competence. Finally, there are testing sessions where the instructor watches the student perform and evaluates their mastery of the procedure before allowing the students to attend hospitals and practice on patients. The costly apparatus utilized in these mandated procedures such as CPR manikins, mechanical ventilators, blood gas analyzers, pulmonary function testing equipment and highly sophisticated human patient simulators are not available to students at home. They must come to the BMCC laboratories and they must manipulate the devices to attain the necessary laboratory and clinical skills and competencies.

The **respiratory therapy** courses offered this semester are **RTT 100, RTT 101, RTT 301, RTT 302, RTT 310 and RTT 320**.

- ✓ **RTT 100** consists of 2 hours lecture and 6 hours of lab. The course is scheduled in the N452 lecture hall where the students will receive the 2 hours of lecture over the period of Monday thru Thursday. The room will also be used as a holding area while we move the students after lecture to N762, N767 and N777 to complete their laboratory assignments. Since the lectures are divided over the 4 day period, it wouldn't make sense pedagogically to attempt to do those lectures online as the laboratory immediately follows the lecture.
- ✓ **RTT 101** consists of 2 hours of lab and the course is scheduled in the N451 lecture hall where the students will receive a minimum amount of lecture. The room will be used as a holding area while we move the students after the lecture to N762, N767 and N777 to complete their laboratory assignments.
- ✓ **RTT 301** consists of 2 hours lecture and 2 hours lab. Pedagogically you can't give the lecture online and do the lab later on. During the lecture the instructor is speaking about the mechanical ventilator and demonstrating various aspects of the machine that can't be shown using ZOOM. The students need to be present to follow along and ask questions.
- ✓ **RTT 302** consists of 16 hours of lab that have to be done in the lab at BMCC and the affiliated hospitals.
- ✓ **RTT 310** is a 2 credit, 2 hour class where the instructor has to teach and also demonstrate cardio-respiratory physiology using models found at BMCC. The class only meets on Friday from 8:00 to 9:40 AM and the **RTT 301** class meets right after at 10:00 AM. We couldn't do one class by ZOOM and the other at BMCC. This is a tightly controlled program of 73 credits.
- ✓ **RTT 320** is a 1 hour lecture, 2 hour lab. Some of the lectures are done in our highly sophisticated pulmonary function laboratory demonstrating the equipment.

BMCC Reopening and Operations Plan

(I-B) Gathering in Enclosed Spaces – Academic Programs Onsite

ALLIED HEALTH SCIENCES (120 Total Students Onsite – Monday thru Saturday)

RATIONALE FOR ONSITE PROGRAM Cont.

The **paramedic courses** offered this semester are **EMC 100, EMC 101, EMC 102 and EMC 301.**

- ✓ **EMC100** class, held on Tuesday and Thursdays nights from 6-9:30 pm and Saturdays, 10-3:30, we have already adjusted the schedule to have all Thursday night lectures on Zoom. Most Tuesday night lectures will also be on Zoom, except when we need to demonstrate equipment in small groups and have group assignments with the equipment as learning activities. Saturdays are all hands on skills for the students with a proctored exam. We need to meet not only for New York State and Accreditation skills requirements but for State paperwork, CPR skills and testing, uniforms, FIT testing, handing out PPE for clinicals, and final Practical Skills testing.
- ✓ **EMC101** class, held on Monday, Tuesday, Wednesday, Thursday from 6:30-8:30 pm - we have already adjusted the schedule to have all Monday and Thursday night lectures on Zoom (with four Thursday exceptions).
- ✓ **EMC102** class, held on Monday, Tuesday, Wednesday, and Thursday from 8:30-10:30 pm - we have already adjusted the schedule to meet on Tuesdays and Wednesdays starting at 6 pm and ending at 8 pm. We need to meet not only for New York State and Accreditation skills requirements but to practice their skills, CPR skills and testing, FIT testing, handing out PPE for clinicals, and final Practical Skills testing. Any skills, such as oral scenarios and EKG interpretation are already scheduled to take place online on Zoom and not in person.
- ✓ **EMC301** - this all takes place on the clinicals.

BMCC Reopening and Operations Plan

(I-B) Gathering in Enclosed Spaces – Academic Programs Onsite

THEATER ARTS (40 Total Students Onsite – Once/Weekly)

RATIONALE FOR ONSITE PROGRAM

The Theatre Program is will have a total of four (4) of in-person classes for the 2020 Fall Semester (**THE125/1401, THE125/1402, THE128, THE328**). For the lighting, sound and scenic design practicums (**THE 125 & THE 128**) each class has a maximum total number of 8 students. Solo Performance (**THE 328**) is the only acting class on the list with 14 enrolled students. These classes need to be on campus in a limited face-to-face capacity for the following reasons:

- ✓ The technical aspects of the course require direct interaction with equipment and materials, which our found only on campus in our theatre lab spaces.
- ✓ These courses cannot be taught or be fully satisfied or realized solely in the virtual space, the students require supervision by authorized personnel - the instructor and a non-teaching adjunct to assist them.
- ✓ The cost involved in each student acquiring their own equipment to successfully complete the class, or having the department purchase these for each student, would already exceed personal and professional budgets, and would just not be practical.
- ✓ The solo acting class is a 300-level course, which is at the highest level of academic performance that we offer our students. All the other acting classes we offer have transitioned online, but at this level we require a type of technique rigor that needs portions of the instruction and presentation to be face-to-face. It is also being taught through the lens of stand up comedy, which needs a live audience (in this case, provided by the students in the class) to be able to make sense, and for the students to be fully immersed in the craft.
- ✓ These are advanced level courses for our theatre majors that are listed as required, and count towards the completion of their degrees and would jeopardize their academic continuity.
- ✓ **Timing:** The class would meet on campus 2 - 4 times but no more than half the class would meet at one time. This would mean 4 or fewer students in the space with an instructor and a Non Teaching Adjunct. Each student would only come to campus only once a month. There would be a week between classes to allow for cleaning of the room and to insure viruses on hard-to-clean surfaces would be degraded. The class is 3 hours long and breaks would be staggered so students don't congregate.
- ✓ **Physical Distancing:** Each student would have their own workstation table. We will arrange 4 tables in the room to allow for 6' of distance between students. Materials and tools will be distributed to students to discourage unnecessary traffic around the room.
- ✓ **PPE :** Masks, safety glasses and gloves are an important part of a normal Practicum class. Masks would be mandatory. Students will be provided with personal safety glasses to wear full time (or face shields.) Students will be provided with medical gloves, access to hand sanitizer, and there is also a sink with soap in the room.
- ✓ **Hygiene & Disinfection:** Any shared tools or surfaces will be disinfected between use, we have enough cordless drills and impact drivers for students to have their own during class.. As stated above, there would be a week between classes to allow for a thorough cleaning of the room with disinfecting wipes.

BMCC Reopening and Operations Plan

(I-A) Physical Distancing – Signage



Masks are required on campus at all times.



Keep physical distance. Stay at least 6 feet away from other people.



Please use the stairs. It's healthier for everyone.



Please wash your hands regularly and for at least 30 seconds.



Please use the hand sanitizer. It's healthier for everyone.



All surfaces have been disinfected.

BMCC Reopening and Operations Plan

(1-C/D) Operational Activity - Coronavirus Campus & Technology/Communications Liaisons + Campus Reopening Committee

A PENELOPE JORDAN
(Health Monitoring Liaison)

B MARIA DECKINGER
(Vulnerable Populations Liaison)

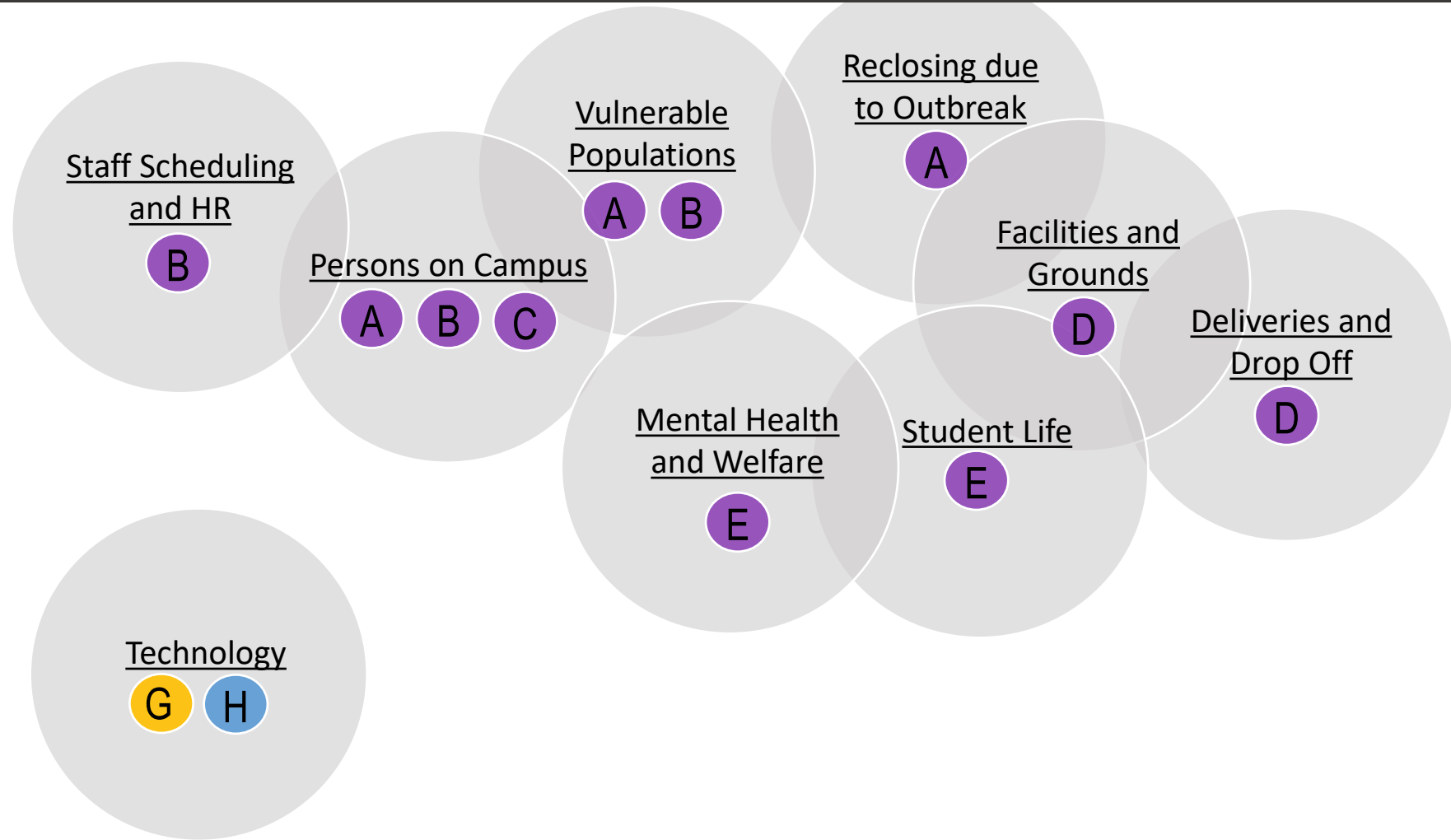
C MICHAEL KORN
(Safety Protocols Liaison)

D ERIC LUGO
(Operations Liaison)

E MICHAEL SPATH
(Specialized Programs Liaison)

G JOSEPH SPADARO & MANUEL ROMERO
(IT and Communications Liaisons)

H VARIOUS STAKEHOLDERS
(Campus Reopening Committee)



BMCC Reopening and Operations Plan

Guidelines Structure – Protective Equipment + Hygiene, Cleaning and Disinfecting + Staged Reopening + Communications Plan



(2) PLACES

FALL 2020 UPDATE:

To protect the health and well-being of all members of our community, BMCC will deliver the vast majority of instruction and support services from a distance in fall 2020.

[LEARN MORE](#)

BMCC Reopening and Operations Plan

(2-A/B/C/D) Places - Coronavirus Campus & Technology-Communications Liaisons + Campus Reopening Committee

A **PENELOPE JORDAN**
(Health Monitoring Liaison)

B **MARIA DECKINGER**
(Vulnerable Populations Liaison)

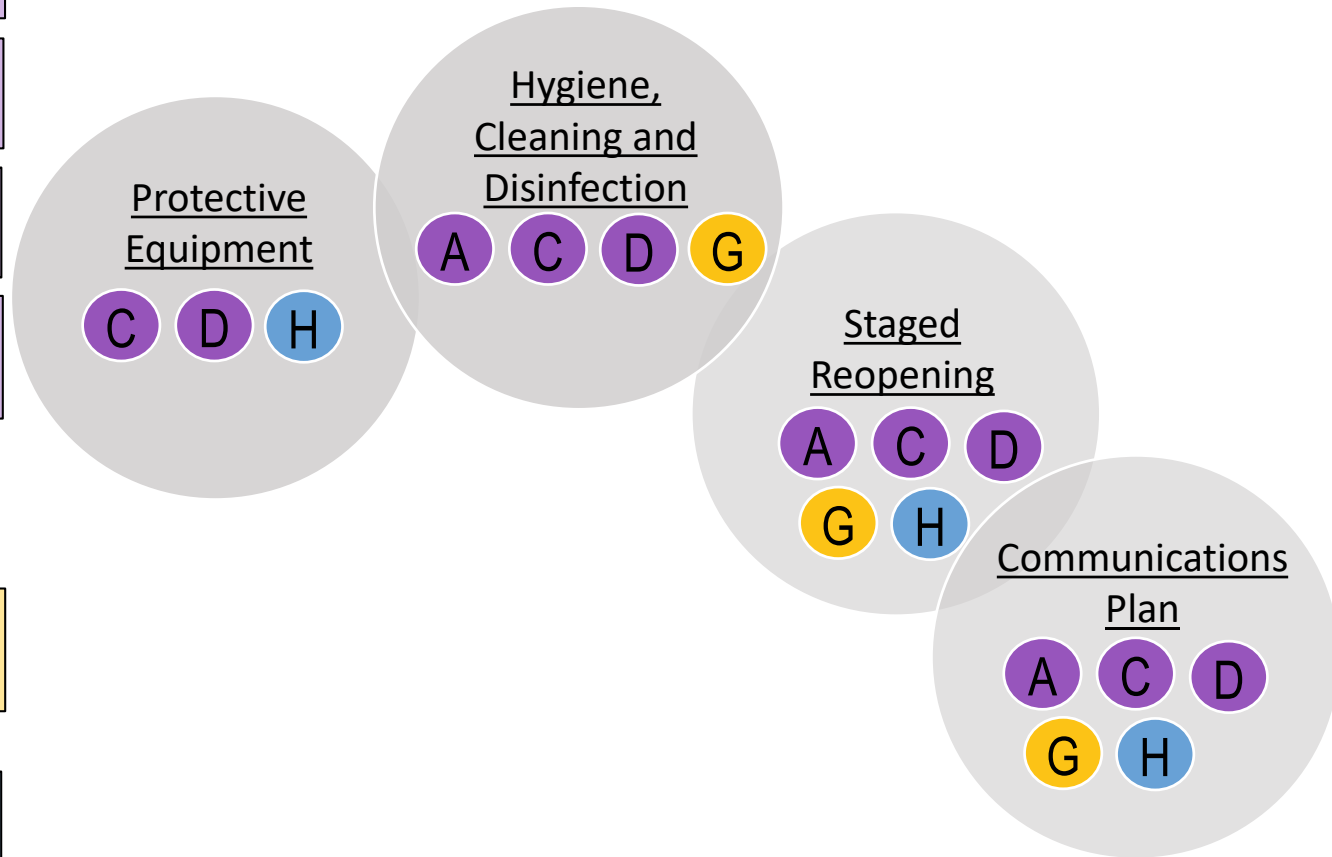
C **MICHAEL KORN**
(Safety Protocols Liaison)

D **ERIC LUGO**
(Operations Liaison)

E **MICHAEL SPATH**
(Specialized Programs Liaison)

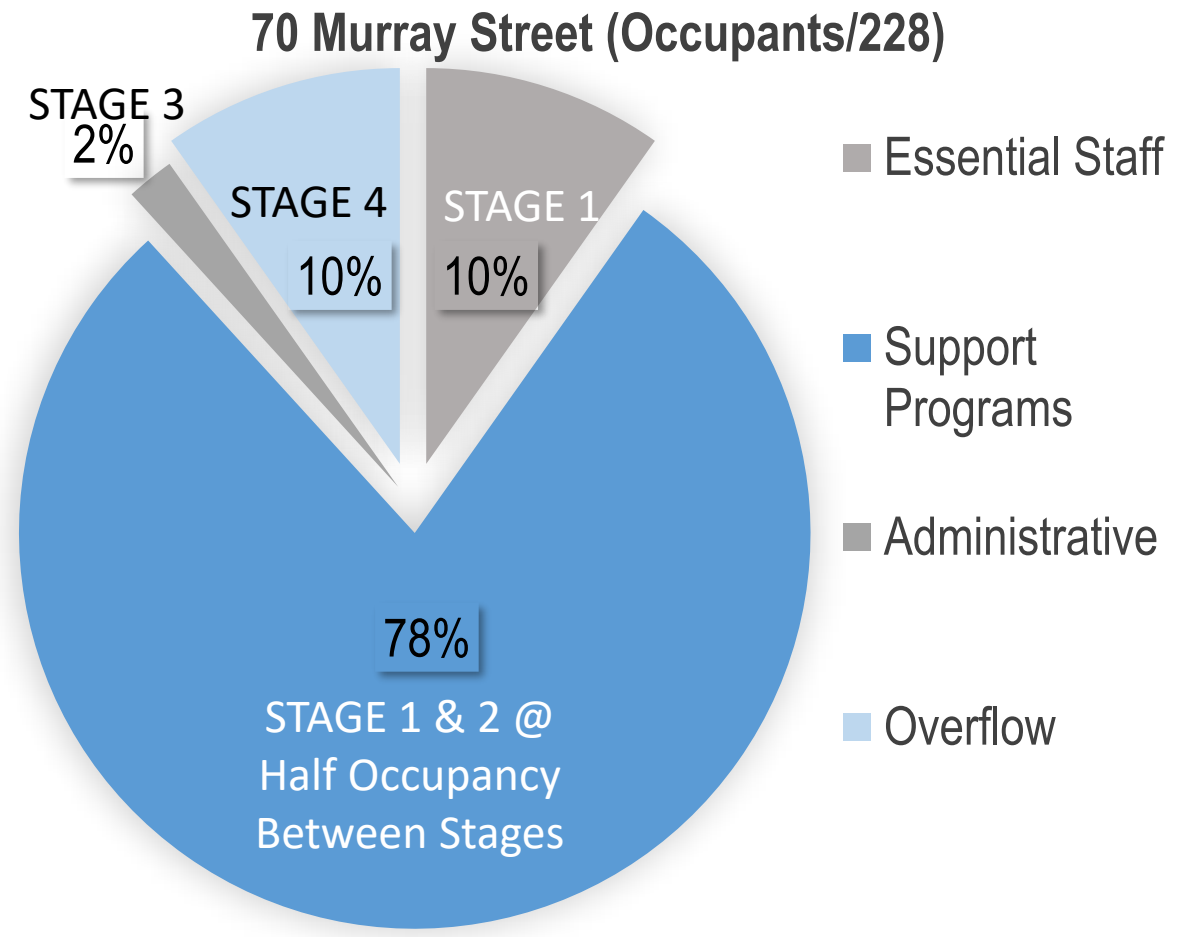
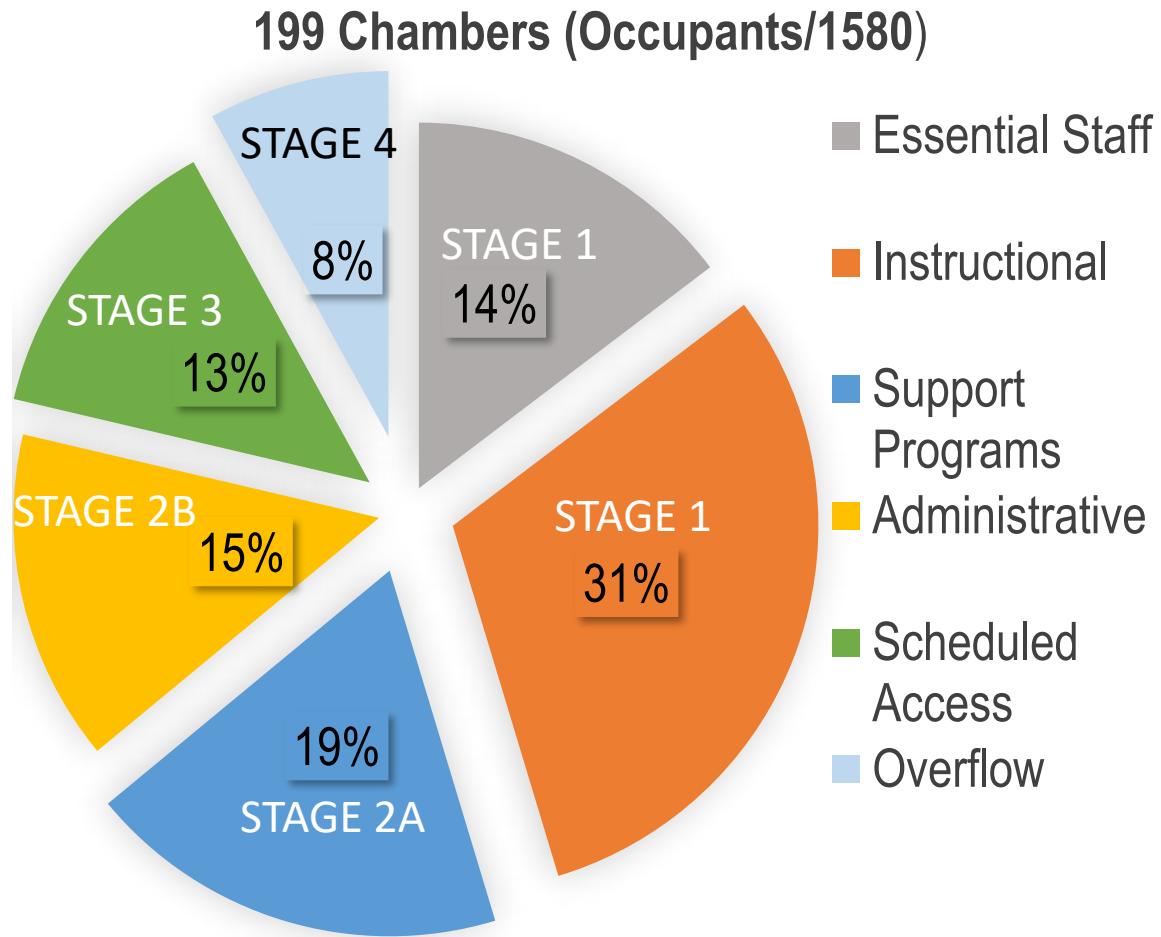
G **JOSEPH SPADARO & MANUEL ROMERO**
(IT and Communications Liaisons)

H **VARIOUS STAKEHOLDERS**
(Campus Reopening Committee)



BMCC Reopening and Operations Plan

(2-C) Places – Staged Reopening



BMCC Reopening and Operations Plan

(2-C) Places – Staged Reopening

STAGED REOPENING REQUIREMENTS

BMCC intends on implementing a staged reopening of its facility, guided by the overall reduced capacity established in this document on page 10. The anticipated timeframe for transitioning between stages, as identified in page 38, will be as follows:

- ❑ **STAGE 1 - Instructional Program** starting on Wednesday, **August 26th** and monitored for a period of two weeks to allow for any necessary adjustments to protocols.
- ❑ **STAGE 2A - Support Programs Program** starting on Wednesday, **September 16th** at 50% reduced capacity and monitored for a period of two weeks before increasing to 75% and subsequently to 100%.
- ❑ **STAGE 2B- Administrative Program** starting on Wednesday, **September 30th** at 50% reduced capacity and monitored for a period of two weeks before increasing to 75% and subsequently to 100%.
- ❑ **STAGE 3 - Scheduled Access Function (Offices only)** starting on Wednesday, **October 14th** at 50% reduced capacity and monitored for a period of two weeks before increasing to 75% and subsequently to 100%.
- ❑ **STAGE 4 – Overflow Program TBD** starting on Wednesday, **October 28th** and dependent on need.
- ✓ Transitioning between stages should be condition-based and assessed through a periodic risk analysis. Reopening stages (or reclosing stages in the event of an outbreak scenario) should be based upon up-to-date information about the health of the BMCC community as reported in daily liaison (Health Monitoring) reports and consultations with State and local health officials. On campus activities from any present stage must be able to shut down quickly if a return to an earlier stage is required. Should public health conditions change for the worse in any stage, activities will be ramped down accordingly as described in the reclosing plan in the Supplemental Guidelines: 'Draft Reclosing Plan.'
- ✓ A key tenet of the staged return to campuses approach is that members of the campus community will not be required to return to campus (and in some cases will not be permitted to return to campus) if campus reopening plans, as approved by the Chancellery/COO's Office, determine that particular sets of activities can and should be accomplished remotely.
- ✓ Staging assumes a gradual expansion of the number of activities on campus and in the field while ensuring compliance with sound public health practices including the use of heightened cleaning, staggered access, and physical distancing protocols.
- ✓ The campus plan includes specific conditions, including type of activity, density, staggered schedules, physical distancing, cleaning/hygiene protocols, and other requirements.
- ✓ Prior to commencing reopening, BMCC will establish plans for rigorous enforcement of social distancing including but not limited to:
Scheduled work shifts, Required face coverings, Social distancing between building occupant, Self-checks and Screening, Cleaning and disinfecting

BMCC Reopening and Operations Plan

(2-C) Places – Staged Reopening Cont.

- ✓ Throughout any staged return BMCC, students, faculty and staff who have a medical condition or other risk factor that they believe would make their return to campus unsafe are encouraged to request an accommodation by reaching out to the Vulnerable Population Liaisons identified in this document.
- ✓ BMCCs decision-making around resumption of activities in any stage will be risk based. A risk matrix comparing workplace density and the degree of student/public interaction will be developed to assess the risk of each function and help administrators determine who to bring back to campus any each stage.
- ✓ In addition to following the risk-based approach described above, BMCC will periodically evaluate the status of its restart to advise the Chancellery/COO's Office of its intent to safely proceed to the campuses next stage of reopening. This will be contingent on health numbers continuing to improve/stay stable, supplies of PPE remaining available, and whether the safeguards the campus has implemented are effective at mitigating the inherent risks of the next stage of reopening.

Additional Requirements for Program Specific Areas

- ✓ Public Events – Will not be allowed during the early stages and cancelled until public health protocols allow.
- ✓ Large Venues and Events - Will not be allowed and cancelled until public health protocols allow.
- ✓ Athletic and sporting/Training Facilities (Gyms and Fitness Centers, including Pools) – Will be closed at this time and considered for reopening at a later stage in the reopening process dependent on NY State wide guidance and Public Health monitoring conditions public.
- ✓ Theatres – Will be closed at this time and considered for reopening at a later stage in the reopening process dependent on NY State wide guidance and Public Health monitoring conditions public.
- ✓ Bookstore – Will be open with restrictions and provide curbside pickup on an appointment basis.
- ✓ Capital Construction – Will be allowed in coordination with CUNY and DASNY with strict physical distancing and public health protocols.

In progressing through each stage, BMCC will coordinate with the Chancellery/COO's Office and Campus Reopening Committee will be responsive to local health conditions and continuously monitor and modify the reopening approach. Crucial to ensuring the safety of students on campuses will be the development of a physical distancing plan for each course considered to be offered and considering at a minimum the following:

- ✓ Number of students and faculty present in each session.
- ✓ Length of session.
- ✓ Nature of activities.
- ✓ Responses to the daily health template from students, faculty and staff
- ✓ Public health practices: face coverings, 6 feet of physical distancing, cough/sneeze etiquette, hand hygiene.
- ✓ Provisions for hand sanitizer and enhanced cleaning.

BMCC Reopening and Operations Plan

(2-D) Places – Communication Plan

COMMUNICATION PROTOCOLS

BMCC's Office of Public Affairs has developed a comprehensive communication plan for our community available online thru our Website and Social Media outlets and onsite by means of electronic and paper signage. Included in this communication plan will be compliance with the following:

- ✓ Various elements of campus reopening plans will be communicated to BMCC stakeholders, particularly students, faculty and staff.
- ✓ Communications will be made available/archived in a single location on campus websites and will acknowledge CUNY's Coronavirus Update page: <https://www.cuny.edu/coronavirus/>.
- ✓ BMCC has appointed the Executive Director of Public Affairs as the leader to coordinate all COVID-19 related communications and to coordinate with their Campus Coronavirus Coordinator and the Chancellery/COO's Office.
- ✓ BMCC will utilize a variety of methods/platforms for communicating with students/faculty/staff (e.g. developing webpages, emails, texting, social media and other options to share instructions, training, signage and information).
- ✓ BMCC will use different communication tactics for each stakeholder groups, such as Administrators, department leaders, faculty, staff: email, virtual forums/town halls
Students and parents: email, texting, social media, virtual forums/town halls, website/hotline
Alumni: email, website/hotline
Local community: email, social media
- ✓ BMCC will adopt a communications approach that emphasizes transparency by implementing the following approach:
- ✓ Communicate to students/faculty/staff what is being done to mitigate the spread of COVID-19 (e.g., disinfection routine, health policies for staff, and health & safety measures in place).
- ✓ Communicate to faculty and staff any required training to help them adjust to new campus behaviors.
- ✓ Communicate plans for reopening and drive adherence to new protocols within those plans. (Information and guidance for students and their parents also will be essential).
- ✓ Establish formal and informal routes of communication for employees to express concerns, questions, comments, and feedback.
- ✓ BMCC will train all personnel on new protocols and frequently communicate safety guidelines.
- ✓ BMCC will encourage all students, faculty, staff and visitors to adhere to CDC and NYSDOH guidance regarding the use of PPE, specifically face coverings when a social distance of 6 feet cannot be maintained, through verbal communication and signage.
- ✓ Signs will be posted in high visibility areas inside and outside of each building (including common areas, restrooms, shared office spaces, classrooms, etc.), such as signs provided by CDC on promoting everyday protective measures and describing how to stop the spread of germs, properly washing hands and properly wearing a cloth face covering)
- ✓ Signs will be used to communicate: Reminders of proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols; Specific room or space occupancy limits, if applicable; and Additional precautions that must be observed for unique spaces

BMCC Reopening and Operations Plan

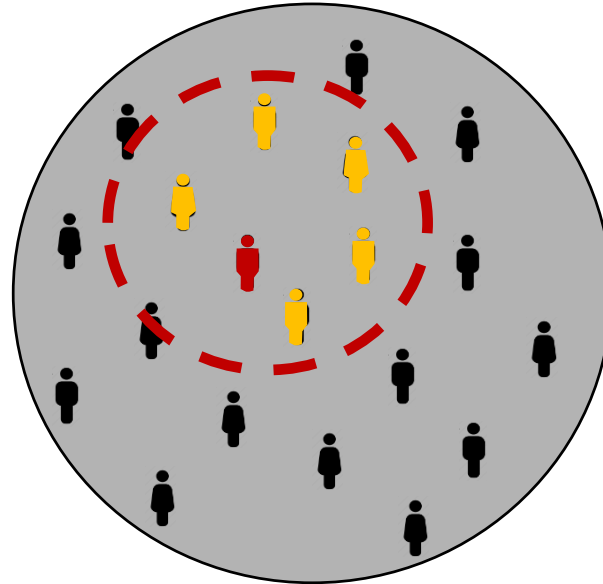
(2-D) Places – Communication Plan

COMMUNICATION PROTOCOLS CONT.

- ✓ BMCC will announce via email their campus policies, as well as the existence and application of departmental safety plans and the campus-wide plan. Safety plans must be conspicuously posted in applicable public places on campus.
- ✓ BMCC will coordinate with building management in leased properties spaces to help facilitate any building-wide communications.
- ✓ BMCC will implement the following C=crisis-specific principles to guide all messaging:
 - Communicate clearly, simply, and frequently.
 - Focus on best practices, what people should do, not what they shouldn't do.
 - Tailor messaging to specific groups
 - Repeat health risk-related messages multiple times
 - Messaging about preventing deaths is more effective than messaging about saving lives
 - Choose candor over charisma
 - Focus on facts and transparency
 - Engage stakeholders and share your experience
 - Revitalize resilience by celebrating the positives Give people ways to contribute
 - Reinforce a common social identity
 - Distill meaning from chaos by setting clear goals and be accountable
 - Respond to criticism constructively

BMCC Reopening and Operations Plan

Guidelines Structure – Screening and Testing + Tracing and Tracking



(3) PROCESS

BMCC Reopening and Operations Plan

(3-A/B) Process - Coronavirus Campus & Technology/Communications Liaisons + Campus Reopening Committee

A **PENELOPE JORDAN**
(Health Monitoring Liaison)

B **MARIA DECKINGER**
(Vulnerable Populations Liaison)

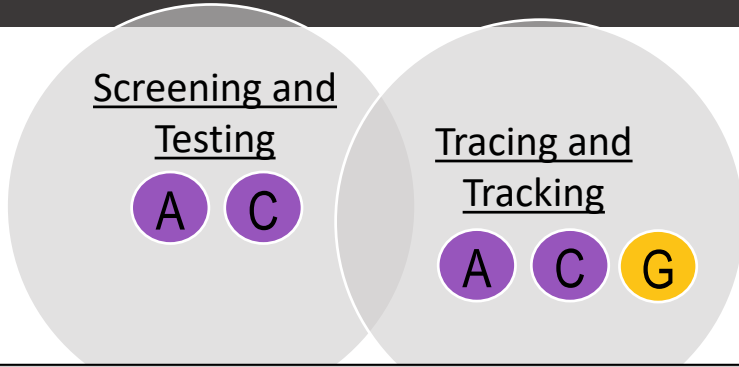
C **MICHAEL KORN**
(Safety Protocols Liaison)

D **ERIC LUGO**
(Operations Liaison)

E **MICHAEL SPATH**
(Specialized Programs Liaison)

G **JOSEPH SPADARO & MANUEL ROMERO**
(IT and Communications Liaisons)

H **VARIOUS STAKEHOLDERS**
(Campus Reopening Committee)



HEALTH SCREENING PROTOCOLS

- ✓ BMCC has implemented and encouraged the use of a remote health screening web based application, which allows all community members to submit on a daily basis their Health Monitoring Questionnaire and instantly be notified of their authorization to return to campus. A daily report is also generated and provided to the Health Monitoring Liaison for monitoring and possible tracing/tracking of positive cases.
- ✓ BMCC has also trained supervisor level staff members from the facility and public safety teams to conduct onsite health screenings for those community members requiring access to the facility and unable to utilize the remote tool and also for those visitors without access to the BMCC portal and scheduled to enter the facility on a limited basis.
- ✓ BMCC also intends on implementing the CUNY wide Everbridge Health Screening application for remote and onsite screening protocols as soon as the tool is available.

Health Screening Questionnaire (Remote and Onsite)

Student/Staff Information

CUNYfirst ID

First Name

Last Name

Questionnaire [All questions are required.]

Is your temperature greater than or equal to 100.0 degrees Fahrenheit today?

YES

NO

Have you had any known close contact with a person confirmed or suspected to have COVID-19 in the past 14 days?

YES

NO

Are you currently experiencing ANY of the following symptoms?

- YES
- NO

- Cough (new or worsening)
- Shortness of Breath (new or worsening)
- Troubled Breathing (new or worsening)
- Fever
- Chills
- Muscle Pain (new or worsening)
- Headache (new or worsening)
- Sore Throat (new or worsening)
- New Loss of Taste
- New Loss of Smell

Have you tested positive for COVID-19 through a diagnostic test in the past 14 days?

YES

NO

BMCC Reopening and Operations Plan

Guidelines Structure – References



The Commission on
INDEPENDENT
Colleges & Universities
in New York



Department
of Health



CENTERS FOR DISEASE
CONTROL AND PREVENTION



New York Forward

(4) Institution Plans

Borough of Manhattan Community College

Campus Planning and Facilities

BMCC Reopening and Operations Plan

A

PENELOPE JORDAN
(Health Monitoring Liaison)

Health Monitoring Protocols - Penelope Jordan (Health Service Director)

PERSONS ON CAMPUS (Pg. 31)

- ✓ **The Liaison** will identify and provide appropriate training for onsite screeners, including viewing the NYS screeners' training video.
- ✓ If COVID-19 cases develop, **The Liaison** will restrict social contact and mobility across campus particularly in affected areas (e.g. shutting down some functions).
- ✓ **The Liaison** will recommend the temporary relocation of all classes/offices involving an infected individual to online/remote until all contacts can be tested.

VULNERABLE POPULATIONS (Pg. 32)

- ✓ **The Liaison** will designate specific hours to exclusively serve members of the community who belong to a vulnerable population as requested and recommended by the Vulnerable Population Plan Unit.

RECLOSING DUE TO OUTBREAK (Pg. 35)

- ✓ **The Liaison** will monitor health conditions to detect infection, with clearly defined measures that will serve as warning signs that infection may be increasing.
- ✓ If the local health situation deteriorates or community spread is occurring on campus, **The Liaison** will review the situation, consult with the Campus Coronavirus Coordinator, the Chancellery/COO's Office, local/state officials and health authorities to determine whether the campus needs to ramp down through the stages set out in Section II.C. 'Staged Reopening.'
- ✓ **The Liaison** will develop an active tracker to actively monitor the situation on campus and track the trend of key performance indicators (KPIs).
- ✓ **The Liaison** will assist in developing protocols for updating students, faculty and staff on the status of health markers across the campus in conjunction with the **Communication Liaison**.

HYGIENE CLEANING AND DISINFECTION (Pg. 41)

- ✓ **The Liaison** will advise individuals without close or proximate contact with the person suspected or confirmed to have COVID-19, that they can return to work in the area or resume on campus activities immediately after cleaning and disinfection takes place.
- ✓ If a worker or visitor was in close or proximate contact with others at the location and tests positive for COVID, **The Liaison** will immediately notify and cooperate with New York State and City health departments with contact tracing efforts, including notification of potential contacts, such as workers, visitors and/or customers (if known) who had close or proximate contact with the individual, while maintaining confidentiality required.

STAGED REOPENING (Pg. 43)

- ✓ **The Liaison** will assist in providing the necessary KPIs for determining the reopening stages (or reclosing stages in the event of an outbreak scenario), which should be based upon up-to-date information about the health of the CUNY community as reported in daily liaison reports and consultations with State and local health officials. On campus activities from any present stage must be able to shut down quickly if a return to an earlier stage is required. Should public health conditions change for the worse in any stage, activities will be ramped down accordingly as described in the reclosing plan in the Supplemental Guidelines: 'Draft Reclosing Plan.'

BMCC Reopening and Operations Plan

A

PENELOPE JORDAN
(Health Monitoring Liaison)

Health Monitoring Protocols - Penelope Jordan (Health Service Director)

COMMUNICATIONS PLAN (Pg. 47)

- ✓ **The Liaison** is responsible upon the identification of positive cases to immediately notify the SVC for Institutional Affairs and the Campus Coronavirus Coordinator. The Campus Coordinator will ensure that the local/State health officials are immediately notified and will work with the reopening Committee and the Chancellery/COO's Office on subsequent communications. The Liaisons will receive, collate and distribute information about the health of the campus community as compiled from the NYS daily health screening template (including data on positive cases). **The Liaison** will provide information on the health of the campus community to the SVC for Institutional Affairs and the Campus Reopening Committee, which can then prepare communications as needed.

SCREENING AND TESTING (Pg. 50)

- ✓ **The Liaison** will receive, compile and report COVID-19 exposures, either via the submission of the NYS Daily Health Screening Template, or via campus screeners if an in-person screening is completed on campus.
- ✓ **The Liaison** will make sure that faculty, staff, and students know they must not come in to work if they are sick, and must notify **The Liaison** via the template if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.
- ✓ **The Liaison** will be responsible for managing the screening of building occupants (Students/Faculty/Staff/Visitors) on a daily basis.
- ✓ **The Liaison** will ensure that the screening process identifies individuals who should be further tested and prevent employees from intermingling in close contact with each other prior to completion of the screening.
- ✓ **The Liaison** will ensure the information from the screening template can enable contact tracing, and should also provide the individual with resources on health care and testing, if applicable.
- ✓ If an individual answers "yes" to any of the screening questions, the individual is instructed to return home. The campus screeners must immediately notify the **The Liaison** of any affirmative responses.
- ✓ Any individual who screens positive for COVID-19 symptoms must be sent home to their residence or to the designated isolation or quarantine location with instructions or arrangement for health assessment and testing. **The Liaison** will immediately notify the Campus Coronavirus Coordinator who must ensure that the State and local health department are immediately notified about the case if the individual tests positive for COVID-19 (and notify the SVC for Institutional Affairs and the Campus Reopening Committee). **Campuses will also provide the individual with information on healthcare and testing resources, if applicable.**
- ✓ In addition to daily screenings, **The Liaison** will require individuals to immediately disclose if and when their responses to any of the aforementioned questions changes, such as if they begin to experience symptoms, including during or outside of work hours. **The Liaison** will direct individuals to use the health screening template to self-report symptoms, in addition to notifying their supervisor or advisor. **Room S341 has been identified as an ISOLATION ROOM in the Main Campus building, and can be used to temporarily isolate a symptomatic individual if necessary during the coordination of safe transportation home or to a healthcare facility as required.**

BMCC Reopening and Operations Plan

A

PENELOPE JORDAN
(Health Monitoring Liaison)

Health Monitoring Protocols - Penelope Jordan (Health Service Director)

SCREENING AND TESTING CONT. (Pg. 51)

- ✓ **The Liaison** will identify clearly defined measures that will serve as warning signs that infection may be increasing beyond an acceptable level. See Section I.C., 'Operational Considerations for Reclosing in the Event of an Outbreak.' **The Liaison** in consultation with the Coronavirus Campus Coordinator and Chancellery/COO's Office may choose to scale back operations prior to instituting a campus-wide shutdown to help mitigate a rise in cases.
- ✓ The Liaison will ensure they are following all screening procedures as recently implemented at CUNY and outlined in the guidance, including instructions to employees on when to return home and when to return to work. Screeners must maintain a record of all staff who are screened, as well as if screening was passed or if the staff member was instructed to return home, provided no other health information is recorded or maintained. **The Liaison** will receive this information electronically (as will the SVC for Institutional Affairs). **The Liaison** will secure, review and provide this information to the SVC for Institutional Affairs and the Campus Reopening Committee. When not directly in use, all hard copy screening records will be kept in a locked office or drawer. Electronic records will be appropriately protected. Records will be secured and reviewed on a daily basis. The Liaison will coordinate with building managers to identify individuals who have completed a remote screening.

TESTING (Pg. 53)

- ✓ **The Liaison** will inform and encourage students, faculty, and staff to utilize New York City's free COVID-19 testing centers.

TRACING (Pg. 53)

- ✓ If an individual tests positive for COVID-19, **The Liaison** will immediately notify the Campus Coronavirus Coordinator. The Coordinator will ensure that the State and local health department are immediately notified about the case (and notify the SVC for Institutional Affairs and the Campus Reopening Committee). They must also notify the Chancellery/COO's Office and the Campus Reopening Committee. In the case of an individual testing positive, **The Liaison** must develop plans with local health departments to trace all contacts of the individual in accordance with protocols, training, and tools provided through the New York State Contact Tracing Program. Confidentiality must be maintained as required by federal and state law and regulations. Campuses must cooperate with state and local health department contact tracing, isolation, and quarantine efforts.
- ✓ State and Local health departments will implement monitoring and movement restrictions of infected or exposed persons including home isolation or quarantine.
- ✓ **The Liaison** will ensure that reporting plans are in place for individuals who are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted to such exposure via tracing, tracking or other mechanism. The CDC-issued guidance on how to manage reporting can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracingplan/data-management.htm>.

BMCC Reopening and Operations Plan

A

PENELOPE JORDAN
(Health Monitoring Liaison)

Health Monitoring Protocols - Penelope Jordan (Health Service Director)

TRACKING (Pg. 54)

- ✓ **The Liaison** will refer to NYSDOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" regarding protocols and policies for employees seeking to return to work or class after a suspected or confirmed case of COVID-19 or after the individuals have had close or proximate contact with a person with COVID-19 (42). **The Liaison** will establish close contacts with local health departments and establish a relationship with healthcare systems in the area for treating students and community members. **The Liaison** will assist in establishing protocols for communicating with students, parents, faculty and staff who have come into close/sustained contact with confirmed cases; and protocols for communicating directly and immediately with parents and community regarding cases and how the campus responded.
- ✓ **The Liaison** will advise individuals who are sick and must go home or to a healthcare facility, depending on how severe their symptoms are, and follow CDC Guidance for caring for oneself and others.
- ✓ **The Liaison** will advise on establishing procedures for safely transporting anyone who is sick to their home or to a healthcare facility. If you are calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19.
- ✓ **The Liaison** in accordance with applicable federal, state and local laws and regulations, will immediately notify the Campus Coronavirus Coordinator who must ensure that the State and local health department are immediately notified about the case if the individual tests positive for COVID-19 (and notify the SVC for Institutional Affairs and the Campus Reopening Committee). They must also notify the Chancellery/COO's Office, faculty, staff, and students immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA), FERPA and other applicable laws and regulations.
- ✓ The Liaison through the New York State Contact Tracing Program, will inform those who have had close contact with a person diagnosed with COVID-19 to stay home or in their living quarters and self-monitor for symptoms, and follow CDC guidance if symptoms develop.
- ✓ Individuals who believe they may have COVID-19 and are awaiting test results or have positive test results must notify their **The Liaison** via the screening template. Through the New York State Contact Tracing Program, contact will be made with the individual to identify all members of the community who were in close contact during the time that the individual would have been contagious (Close contact means physical contact or being within six feet of a person for more than 10 minutes).

BMCC Reopening and Operations Plan

B

MARIA DECKINGER
(Vulnerable Populations Coordinator)

Vulnerable Populations Protocols – Maria Deckinger (Human Resources)

STAFF SCHEDULING AND HR + PERSONS ON CAMPUS (Pgs. 29-30)

- ✓ All faculty and staff are expected to perform their job responsibilities; however, employees should not be compelled to return to campus to complete work that the College determines can be accomplished remotely.
- ✓ If the College determines that an employee's work cannot be accomplished remotely, managers and supervisors should contact **The Liaison** for support in finding and implementing appropriate adjustments to the work schedule and/or workplace related to Covid-19 issues including, but not limited to, staggered and/or alternating schedules, temporary job redesign or task reassignment (within the parameters of existing job descriptions), physical space adjustments, staggered reporting/departing and other options. Changes in arrival and departure times and temporary job redesign options for staff members under a collective bargaining agreement must be discussed with and approved by the Office of Human Resources and, if appropriate, the Labor Designee prior to implementation. [L]
[SEP]
- ✓ In addition, BMCC will consider requests for certain leaves or work schedules by employees under the following circumstances: government imposed stay-at-home orders, health-care provider imposed self-quarantine because of certain vulnerability, self-quarantine because of Covid-19 symptoms, obligation to care for an individual subject to health-care worker required Covid-19 related quarantine or isolation order, or obligation to care for certain children under certain Covid-19 related circumstances. Such employees should notify their supervisors, and contact the **The Liaison** for support in determining whether their circumstances warrant such leaves or adjustments. (Note that such leaves may be with or without pay, or a portion of pay.)
- ✓ Students and employees with disabilities are encouraged to request accommodations they may need. BMCC is committed to providing reasonable accommodations and academic adjustments to allow qualified individuals with disabilities the opportunity to participate in educational programs, activities, and perform their jobs.
- ✓ In addition, students and employees who believe that they have underlying health conditions that put them at greater risk for COVID-19 (i.e., as identified by the Centers for Disease Control) and wish to seek such an accommodation, may do so. Furthermore, employees may request such an accommodation if they are at higher risk to COVID-19 based on age in or for other reasons relating to their personal circumstances.
- ✓ The process for an employee or student seeking an accommodation is governed by the CUNY Procedures for Implementing Reasonable Accommodations and Academic Adjustments
<https://www.bmcc.cuny.edu/wp-content/uploads/2019/11/Procedures-for-Implementing-Reasonable-Accommodations-9.21.2016.pdf>.
- ✓ Employees who wish to request a reasonable accommodation under these Procedures should contact the Office of Human Resources at officeofhumanresources@bmcc.cuny.edu or the Director of Human Resources, Gloria Chao at gchao@bmcc.cuny.edu and submit this Reasonable Accommodation Request Form: <https://www.bmcc.cuny.edu/wp-content/uploads/ported/hr/upload/RequestForReasonableAccommodation-12.16.pdf>).
- ✓ Students who wish to request a reasonable accommodation should contact the Office of Accessibility at accessibility@bmcc.cuny.edu or 212-220-8180. The identified offices will engage in an interactive process with individuals who request an accommodation in order to identify an appropriate reasonable accommodation. (NOTE: CUNY prohibits retaliation against individuals for requesting reasonable accommodations or academic adjustments, appealing decisions concerning such requests.)

BMCC Reopening and Operations Plan

B

MARIA DECKINGER
(Vulnerable Populations Coordinator)

Vulnerable Populations Protocols – Maria Deckinger (Human Resources)

STAFF SCHEDULING AND HR + PERSONS ON CAMPUS (Pgs. 29-30)

- ✓ BMCC also recognizes that employees may request changes to their work schedules or conditions for other reasons such as sharing childcare responsibilities with a Covid-19 essential worker. Employees with work modification requests that are not otherwise covered above should contact the Director of Human Resources, Gloria Chao at gchao@bmcc.cuny.edu.
- ✓ In addition to the options set out above, employees may be eligible for leave, time off or other workplace adjustment under various other CUNY leave policies, including those implementing the Family and Medical Leave Act (FMLA), the NYS Paid Family Leave: https://www.bmcc.cuny.edu/wp-content/uploads/2020/01/PFL-NYS-Care-for-Family-member_Technology.pdf, and/or the Families First Coronavirus Response Act (FFCRA): https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf.
- ✓ In addition, in order to help meet their needs, employees may request a voluntary short-term reduction in hours, or use of their annual leave accrual balances in accordance with established Time and Leave policies after consultation and with the approval of their supervisor. More information on various leave programs is available on the Office of Human Resources Policies website: <https://www.bmcc.cuny.edu/hr/policies/>. Faculty and staff may contact the Office of Human Resources at: officeofhumanresources@bmcc.cuny.edu or Director of Human Resources, Gloria Chao at gchao@bmcc.cuny.edu to determine whether there is an appropriate leave for an employee's situation and needs.

FREQUENTLY ASKED QUESTIONS – STUDENTS

- ✓ *How do I register with the Office of Accessibility?*
For the latest information on the Office of Accessibility please click <https://www.bmcc.cuny.edu/student-affairs/accessibility/> Here you will find information on the registration process (including the forms needed to register with the office); The services the Office of Accessibility provides on and off campus. And other helpful information. Please e-mail your completed application and documentation to Nicole Leach at nleach@bmcc.cuny.edu If you have any question about the registration process, or the services the Office of Accessibility provides please contact accessibility@bmcc.cuny.edu or 212-220-8180.
- ✓ *How will students receive their accommodations for in person classes and hybrid classes?*
After your application has been approved the Office of Accessibility will send you an e-mail listing the accommodations you have been assigned. This e-mail will also include the contact information of Office of Accessibility staff such as the Learning Specialists and or the Assistive Technology Specialist, LEADS counselor and Project REACH coordinator. We will also direct you to the "professor notification form." You will complete this form at the beginning of each semester. On this form you will list your name and CUNY first ID. You will also include your course/s, (classes) along with section and your professor/s name. After you complete the form you will e-mail this form to accessibility@bmcc.cuny.edu (Please do not submit this form until all of your professors are listed on CUNY First). The Office of Accessibility will then contact your professor via e-mail, and will inform them of your accommodations.

BMCC Reopening and Operations Plan



MARIA DECKINGER
(Vulnerable Populations Coordinator)

Vulnerable Populations Protocols – Maria Deckinger (Human Resources)

FREQUENTLY ASKED QUESTIONS – STUDENTS CONT.

- ✓ How do students schedule timed tests and quizzes for classes on campus and online? If you have completed the Professor notification form (see 2b.) and have been assigned the accommodation of double time for all timed quizzes and exams your professor will be aware that you are registered with the Office of Accessibility. If you are taking classes remotely you will send your professor a reminder e-mail a few days before your exam or quiz so your professor is able to adjust the parameters (time) on blackboard allowing your accommodation of double time. You will send this e-mail a few days before your scheduled exam or quiz and will include accessibility@bmcc.cuny.edu in the correspondence. If you have a timed exam or quiz on campus you will e-mail the Office of Accessibility a Release of Examination form. This form will be completed by you and your professor. You will e-mail this completed form to accessibility@bmcc.cuny.edu and a proctor will be arranged for you on campus or remotely. You will submit this form at least 5 days before your exam so a proctor can be arranged.
- ✓ What happens if I have classes on campus but I'm unable to come to BMCC because of an illness or a situation related to COVID-19? If a student is unable to attend an on campus lecture they will notify their professor. If available the professor will provide access to the class zoom link. If a student is unable to attend a lab, if available the professor will provide access to a link to the lab session. The issue of whether students can participate in a lab session remotely has to be explored and a procedure developed that meets program, accreditation, and other requirements. Please contact the Office of Accessibility at accessibility@bmcc.cuny.edu with any questions or concerns.

STUDENT ACADEMIC NEEDS OUT OF THE CLASSROOM

- ✓ Offering options for students at higher risk for severe illness that limit their exposure risk (e.g. virtual learning opportunities). Ensure that college website provides information about all academic services clearly and easily so students can access the information and services remotely. Continue to offer academic support services virtually including tutoring and supplemental instruction. Offer in-person tutoring for limited hours to serve members of a vulnerable student population in designated areas. Ensure that students have access to academic support service and knowledge about how to access them. Continue to offer peer mentoring virtually. Continue to serve the needs of high school students in programs including College Now, Upward Bound and other programs virtually.

STUDENTS ACADEMIC NEEDS IN CLASSROOM

- ✓ Explore the provision of a virtual option to take courses that are offered face-to-face ensuring that program, accreditation and other requirements can be and are met by students attending virtually. Work out a plan to administer and proctor exams to vulnerable student populations virtually. Work with faculty to explore virtual options for students in vulnerable populations.
- ✓ Ensure that students who cannot attend these courses are not penalized once permission for them to participate virtually is approved. Provide access to technology to facilitate participation in virtual learning environment and support students with learning disabilities or difficulties with remote learning platforms.

BMCC Reopening and Operations Plan

Vulnerable Populations Protocols – Maria Deckinger (Human Resources)

B

MARIA DECKINGER
(Vulnerable Populations Coordinator)

FREQUENTLY ASKED QUESTIONS – EMPLOYEES

- ✓ What if I'm unable to wear a required face covering? If an employee is unable to wear a required face covering due to medical, religious or other protected reason, they can follow the appropriate process for requesting a reasonable accommodation using CUNY's Reasonable Accommodation Request Form or a religious accommodation in accordance with the process outlined in the CUNY Procedures for Implementing Reasonable Accommodations and Academic Adjustments: <https://www.cuny.edu/about/administration/offices/legal-affairs/policies-procedures/reasonable-accommodations-and-academic-adjustments/vi-religious-accommodations/>.
- ✓ What if I need a specialized face covering to accommodate a disability? Employees who are determined to require a specialized face mask/face shield as an accommodation of a disability, will be provided one such mask/shield by the college, following approval of their reasonable accommodation request. (Employees are responsible for maintaining and replacing such masks/shields if they are destroyed or lost.)
- ✓ Employees who prefer use of such specialized masks/shields may use their Flexible Spending Account funds to purchase them. Essential staff who require a face shield due to their unique work responsibilities will also be provided with one such mask/shield that they are responsible for maintaining or replacing if it is destroyed or lost.
- ✓ Will I need to complete a daily screen before returning to campus? Yes. All individuals are required to complete a daily screening tool prior to arriving on campus. Individuals who are scheduled to be on campus and are unable to complete the self-screening tool, will receive screening assistance from on-site screeners before they can enter the campus.
- ✓ Will I need to complete a mandatory Return to Work training video before visiting campus facilities? All individuals who receive permission to visit campus facilities are required to complete mandatory Return to Work training video via Blackboard or video link.
- ✓ Can supervisors prevent employees from returning to work because the supervisor believes the employee falls into a higher risk category for COVID-19? Supervisors may not prevent employees from returning to work based solely on the supervisor's belief that the employee falls into the CDC's categories of individuals at higher risk for severe complications from COVID-19. Supervisors with questions or concerns should contact BMCC Office of Human Resources at: officeofhumanresources@bmcc.cuny.edu.

ADDITIONAL CONSIDERATIONS – DIRECT DEPOSIT ENCOURAGED

- ✓ While the college will continue its current practice of on-site payroll distribution, in an on-going effort to reduce the number of campus visits and to comply with occupancy density limits per current campus plan, and to protect themselves as well as vulnerable colleagues and students from potential exposure, all employees are strongly encouraged to enroll in direct deposit of payroll checks.

BMCC Reopening and Operations Plan



MICHAEL KORN
(Safety Protocols Coordinator)

Safety Protocols – Michael Korn (Director of Public Safety)

DISTANCING AND MASKS (Pg. 9)

- ✓ Public Safety will continue to monitor all community members accessing the campuses at the entry posts and while on patrol. Student ambassadors will provide assistance with friendly reminders to wear masks while on campus and maintain appropriate distance, to the extent feasible.

LIMIT OCCUPANCY AND CONGESTION (Pg. 9 & 10)

- ✓ Public Safety will monitor areas subject to congestion to ensure compliance. Maximum occupancies will be monitored for compliance **and prolonged gatherings prohibited.**
- ✓ **Students will only be allowed on campus for the duration of their onsite instructional program or seat reservation in a Computer Lab or Quiet Study Area.**
- ✓ **The Liaison** will coordinate with Safety Protocol Coordinators to address concerns noted by team members.
- ✓ **The Liaison** will identify of “unsafe spaces” to recommend appropriate action to be taken.
- ✓ **The Liaison** will monitor the elevator for max capacity compliance.

RECONFIGURED FLOOR PLANS (Pg. 10)

- ✓ Public Safety will limit entry points at main campus to 2 south and 1 north parking lot. Harrison Street strictly for exit only. Fiterman Hall will maintain Park Place for entering, while Barclay will be available to exit. Murray Street should maintain distinction between entering and exiting by placing stanchions separating the areas.

PERSONS ON CAMPUS (Pg. 30)

- ✓ **The Liaison** will coordinate access of contractors and vendors through loading dock. Ensuring compliance with PPE while on site.

PROTECTIVE EQUIPMENT (Pg. 37)

- ✓ Public Safety to receive instruction regarding College policies and safety plans. Identifying and recording violations and non-compliance. Issues of non-compliance will be recorded and referred in accordance with current procedures.

HYGIENE, CLEANING AND DISINFECTING (Pg. 37)

- ✓ Recommendation to provide College Community will capability of reporting COVID related safety concerns via google docs form and/or confidential email i.e. STS @bmcc.cuny.edu, (Stop the Spread). Daily review and forwarding to appropriate department for necessary attention (Academics, Human Resources, Public Safety, and Buildings and Grounds).

COMMUNICATIONS PLAN (Pg. 48)

- ✓ The Liaison will encourage all students, faculty, staff and visitors to adhere to CDC and NYSDOH guidance regarding the use of PPE, specifically face coverings when a social distance of 6 feet cannot be maintained, through verbal communication and signage.
- ✓ Public Safety personnel should be trained on campus policies and safety plans, as well as their enforcement, including identifying and recording violations and how to manage non-compliance.

BMCC Reopening and Operations Plan

Operations Protocols – Eric Lugo (Chief Administrative Superintendent)

D

ERIC LUGO
(Operations Coordinator)

FACILITIES AND GROUNDS (Pg. 34)

- ✓ Enhanced Cleaning
- ✓ The cleaning process for all facilities has been expanded and procedures and products followed and used are those recommended by the CDC, NYSDOH and vetted through the BMCC EH&S manager. All custodial staff will be following the guidelines listed below:
 - Wear disposable gloves when cleaning and disinfecting.
 - Wear skin protection and when necessary, eye protection for potential splash hazard.
 - Clean surfaces using soap and water, then use disinfectant.
 - Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
 - Practice regular and routine cleaning and disinfecting of frequently touched surfaces as well as areas and items that have a level of use. Specifically, high touch surfaces will be targeted, these surfaces include but not limited to:
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
 - Restrooms – special attention will be paid to restrooms and the immediate areas outside the restrooms.

PROTECTIVE EQUIPMENT (Pg. 37)

- ✓ BMCC will provide facemask to all employees who directly interact with students or members of the public while at work at no cost to the employee as required by NYS Law. Additional protective equipment such as face shields, gloves and glasses will also be available and provided to employees depending on the level of exposure and task.
- ✓ Face coverings will be required at all times when entering any campus buildings, in common areas and shared spaces, including classrooms and other instructional spaces (computer labs).
- ✓ The Buildings and Grounds department will maintain and manage procurement and distribution of personal protection equipment (PPE). This stock will be primarily for essential staff working in the facilities and will also be available, to faculty, staff and students who require replacements for damaged or lost PPE.
- ✓ BMCC has currently in stock a sixteen (16) week supply of necessary PPE to meet the need of the anticipated limited occupancy of the campus as identified in this reopening plan. Accurate inventory of all PPE will be maintained on a weekly basis and additional supplies ordered at 50% reduction of existing inventory to maintain a minimum of eight (8) weeks inventory at any given time.

BMCC Reopening and Operations Plan

Operations Protocols – Eric Lugo (Chief Administrative Superintendent)

D

ERIC LUGO
(Operations Coordinator)

HYGIENE, CLEANING AND DISINFECTION (Pg. 39)

- ✓ Cleaning and disinfecting contaminated areas
Close off the contaminated area(s). If possible, open outside doors and windows to increase air circulation in the area.
All areas used by the person who is sick will be thoroughly re-cleaned and re-sanitized following the recommended procedures.
Staff will wait 24 hours before cleaning or if 24 hours is not feasible, they should wait the longest amount of time possible to start cleaning.
Reopening of the space will be determined by the Campus Corona Coordinator.
- ✓ At Restrooms, dedicated clean teams will be assigned to service the restrooms.
Restrooms will be checked and cleaned as needed every 30-45 minutes and deep cleaned daily. Cleaning will be done using touchless Kaivac system.
Restrooms not in use will remain locked and checked once a day to ensure there are no maintenance issues.
Paper towel dispensers will be installed to replace the hand dryers that have been removed or disconnected.
Appropriate waste disposal containers will be placed as needed.
Appropriate signage has been installed with reminders for social distancing and Covid-19 specific hygiene guidelines and will be maintained.
Hand sanitizer stations will be installed outside all restrooms.
- ✓ **At Classroom and Computer Labs cleaning and maintenance**
Classroom furniture has been set up to reduce occupancy to meet the requirement for social distancing.
Classrooms will be deep cleaned a minimum of once a day and if possible, in between classes. At minimum furniture will be wiped down in between classes.
Air supply and returns will be cleaned daily.
All classroom door hardware will be checked regularly to ensure proper operation.
All computer labs will be supplied on a regular basis with disinfecting wipes (70% alcohol) for cleaning of keyboard, mouse and all other high touch surfaces/equipment.
All computer labs will be equipped with a hand sanitizing station both inside and outside of the lab.
Signage will be posted in every computer lab, encouraging every user to wash their hands prior to using the computers and to disinfect the high touch components prior to and after use.
- ✓ At Main lobby, entrances and stairwells/elevator lobbies
All entry door glass and frames and stairwell door hardware will be cleaned once an hour or as needed.
All turnstiles will be cleaned at least once an hour.
Appropriate signage will be installed with reminders for social distancing and Covid-19 specific hygiene guidelines and will be maintained.

BMCC Reopening and Operations Plan

Operations Protocols – Eric Lugo (Chief Administrative Superintendent)

D

ERIC LUGO
(Operations Coordinator)

HYGIENE, CLEANING AND DISINFECTION (Pg. 39)

- ✓ At Vertical transport
Elevators will be cleaned every hour and deep cleaned once a day.
Hand sanitizing stations will be installed in all elevator lobbies as well as at each escalator landing.
Maximum occupancy signs will be placed inside and outside of the elevators. Maximum occupancy for all BMCC elevators will be 3 people.
Ultraviolet lights have been installed inside the south escalators units at 199 Chambers St and installation at the north bank and Fiterman hall is pending.
Appropriate signage will be installed with reminders for social distancing and Covid-19 specific hygiene guidelines and will be maintained.
- ✓ The HVAC systems at our buildings will be operated normally which allows for up to a 10% increase of outside air (OA) to maintain consistent levels of comfortability. The current filtration system meets the recommended standards to reduce potential air transmissions (MERV 14 at the supply end). Listed below are steps taken and or which will be implemented in the event additional outside air is required:
Outside air will be increased by 5 to 10% maximum above the current maximum when required. The guiding factor will be the outside air quality. I.e. – humid air cannot be introduced because it would be detrimental to the inside air quality and environment as would cold air.
The existing windows will be repaired to allow the maximum opening. This will be done primarily at classrooms facing and have windows.
Air supply and returns in public areas will be cleaned once a week.
Fans in the library and Learning Resource Center will be removed or disabled. If a fan cannot be removed it will be disabled. Fans directly above or aimed at work areas will be removed.
- ✓ All plumbing fixtures including but not limited to public restrooms have been maintained and flushed on a regular basis to ensure working conditions of all non-touch fixtures.

COMMUNICATIONS PLAN (Pg. 48)

- ✓ **The Liaison** will coordinate installation of signage in high visibility areas inside and outside of each building, (including common areas, restrooms, shared office spaces, classrooms, etc.), such as signs provided by CDC on promoting everyday protective measures and describing how to stop the spread of germs, properly washing hands and properly wearing a cloth face covering).
- ✓ **The Liaison** will coordinate the installation of floor markings or barrier tape may be used where necessary to promote physical distancing. For more information on signage see Part 1, Section I. A 'Physical Distancing,' and Section I.B 'Guidance for Specific Spaces.'
- ✓ **The Liaison** will coordinate in rented spaces, the need to work with building management to help facilitate any building-wide communications.

BMCC Reopening and Operations Plan

Specialized Programs – Michael Spath (EHS and Risk Management Officer)

E

MICHAEL SPATH
(Specialized Programs)

RESEARCH LABORATORY

- ✓ Physical Distancing - Occupancy of each lab will be limited. Each limit is less than 25% of the normal lab capacity. The maximum number of people in each area is: N560: 1 researcher, S633: 2 researchers, S633b: 2 researchers, S643: 2 researchers, N677: 2 researchers, N685: 2 researchers, N681: 1 researcher, N683: 1 researcher, N690: 1 researcher
- ✓ The lab manager will ensure that a distance of at least six feet is maintained among individuals at all times, unless safety or the core activity requires a shorter distance. Any time individuals will come within six feet of another person, acceptable face coverings will be worn. Individuals will be prepared to don a face covering if another person unexpectedly comes within six feet.
- ✓ Acceptable face coverings for COVID-19 include but are not limited to cloth-based face coverings and disposable masks that cover both the mouth and nose. However, cloth, disposable, or other homemade face coverings are not acceptable face coverings for workplace activities that typically require a higher degree of protection for personal protective equipment (PPE) due to the nature of the work, e.g. if working with flammable materials or chemicals. Face coverings will be flame-resistant and used under in accordance with OSHA guidelines.
- ✓ The lab manager has developed policies to minimize the number of individuals needed to be at the location at a given time. For example, for activities that require only one individual to complete the activity safely, the lab manager will limit the activity to only one individual (e.g. only one individual present to feed animals).
 - a. No students may accompany researchers in the lab.
 - b. All lab support functions will be carried out by the lab manager.
- ✓ The lab manager will restrict the number of workstations (e.g. lab benches) so that individuals are at least six feet apart in all directions (e.g. side-to-side and when facing one another) and are not sharing workstations without cleaning and disinfection between use. When distancing is not feasible between workstations, the lab manager will provide and require the use of face coverings or physical barriers (e.g. plastic shielding walls, in lieu of face coverings in areas where they would not affect air flow, heating, cooling, or ventilation).
- ✓ The lab manager will limit the use of shared workstations (e.g. “hot-desks”), to the extent practicable. To the extent that such workstations remain in use, they will be cleaned and disinfected between users.
- ✓ The lab manager will prohibit the use of small spaces (e.g. prep rooms) by more than one individual at a time, unless all individuals in such space at the same time are wearing acceptable face coverings. However, even with face coverings in use, occupancy will never exceed 50% of the maximum capacity of the space unless it is designed for use by a single occupant.
- ✓ BMCC will increase ventilation with outdoor air to the greatest extent possible while maintaining safety protocols.

BMCC Reopening and Operations Plan

Specialized Programs – Michael Spath (EHS and Risk Management Officer)

E

MICHAEL SPATH
(Specialized Programs)

RESEARCH LABORATORY

- ✓ The lab manager will put in place measures to reduce bi-directional foot traffic using tape or signs with arrows in narrow aisles, hallways, or spaces, and post signage and distance markers denoting spaces of six feet in all commonly used areas and any areas in which lines are commonly formed or people may congregate (e.g. lab benches, clock in/out stations, health screening stations, etc.) where practical.
- ✓ BMCC will post signs throughout the facility, consistent with DOH COVID-19 signage. Signage is used to remind individuals to:
 - a. Cover their nose and mouth with a face covering.
 - b. Properly store and, when necessary, discard PPE.
 - c. Adhere to physical distancing instructions.
 - d. Report symptoms of or exposure to COVID-19, and how they should do so.
 - e. Follow hand hygiene and cleaning and disinfection guidelines.
 - f. Follow appropriate respiratory hygiene and cough etiquette.
- ✓ In-person employee gatherings (e.g. staff meetings) will only be permitted by video or teleconferencing whenever possible, per CDC guidance “Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19).”
- ✓ Non-essential amenities and communal areas that promote gathering or are high-touch are closed.
- ✓ BMCC has put in place practices for adequate social distancing in small areas, such as restrooms and breakrooms, and signage and systems (e.g. flagging when occupied) to restrict occupancy when social distancing cannot be maintained in such areas;
- ✓ The lab manager will stagger schedules for individuals using the facility to observe social distancing.
- ✓ The lab manager has measures to reduce interpersonal contact and congregation, through methods such as:
 - a. Limiting in-person presence to only those researchers who are necessary to be on site;
 - b. Postponing research activities which require person-to-person engagement in tight spaces;
 - c. Adjusting workplace hours and requiring researchers to schedule times on campus;
 - d. Reducing on-site workforce to accommodate social distancing guidelines;
 - e. Requiring appointments to limit the number of people in the lab.);
 - f. Implementing lab/facility usage sign-up policy;
 - g. Prioritizing tasks that allow for social distancing over those that do not; and/or
 - h. Avoiding multiple teams or individuals working in one area by staggering scheduled tasks and using signs to indicate occupied areas.

BMCC Reopening and Operations Plan

Specialized Programs – Michael Spath (EHS and Risk Management Officer)

E

MICHAEL SPATH
(Specialized Programs)

RESEARCH LABORATORY

- ✓ The lab manager encourages employees to work from home when feasible. The lab manager may choose to develop return-to-office tiers or waves for employees based on factors such as function, safe transportation, and ability to work remotely. The employees who operate specialized equipment controlled remotely will continue to do so.
- ✓ There are no research activities involving human subjects at BMCC.
- ✓ All non-essential travel is cancelled.
- ✓ Non-essential visitors cannot enter the site. Only contractors necessary for repairing critical lab equipment will be allowed on campus by appointment.
- ✓ Pickup and delivery of material is directed by BMCC's shipping and receiving department. All transactions are as contactless as possible.
- ✓ On-site interactions and movements are limited to those that are necessary for research purposes.

CHILDCARE CENTER

Physical Distancing

- ✓ Any time that employees are less than 6 ft. from each other or interacting with children, they must wear a face covering.
- ✓ Employee and children groupings will be as static as possible by having the same group of children stay with the same staff whenever and wherever possible. Group size will be limited to no more than 10 children (not including staff).
- ✓ Different stable groups of up to 10 children will have no or minimal contact with one another or utilize common spaces at the same time, to the greatest extent possible.
- ✓ Practices to maintain adequate social distancing in small areas, such as restrooms and breakrooms, and signage and systems (e.g. flagging when occupied) to restrict occupancy when social distancing cannot be maintained in such areas are in place.
- ✓ Reasonable steps to reconfigure space to limit overall density of rooms to 10 or fewer children.
 - a. Desks and chairs will be removed.
 - b. Nap mats will be adequately spaced and children aligned head – to – toe.
- ✓ Prohibit non-essential visitors on site, to the extent possible.
- ✓ The designated area for pick-ups and deliveries will be the Harrison Street entrance. Only one caregiver will be allowed to drop off or pick up a child at one time. Having the same caregiver both drop and pick up is encouraged.
- ✓ Contact will be limited to the extent possible.
- ✓ In-person employee gatherings will be limited to the greatest extent possible.

BMCC Reopening and Operations Plan

Specialized Programs – Michael Spath (EHS and Risk Management Officer)

E

MICHAEL SPATH
(Specialized Programs)

CHILDCARE CENTER

Protective Equipment

- ✓ Employees must wear face coverings any time they are 6 ft. apart from one another, and at all times when interacting with children, regardless of distance.
- ✓ If needed, employees will be provided with an acceptable face covering at no-cost to the employees. An adequate supply of coverings is on site.
- ✓ Acceptable face coverings include but are not limited to cloth (e.g. homemade sewn, quick cut, bandana) or surgical masks.
- ✓ Sharing of face coverings is prohibited. The CDC guidance on cloth face coverings and other types of personal protective equipment (PPE), as well as instructions on use and cleaning and disinfection will be used by the center.
- ✓ Employees are trained on how to put on, take off, clean (as applicable), and discard PPE.
- ✓ The sharing of objects (e.g. electronic equipment, arts and crafts materials, touch screens) will be limited and touching of shared surfaces discouraged. Where employees are in contact with shared objects or frequently touched areas, they are required to wear gloves (trade-appropriate or medical) and require employees and children to practice hand hygiene before and after contact.

Child Care Program and Camp Activities

- ✓ For sport and athletic activities the center will:
- ✓ Keep stable group of children separated;
- ✓ Focus on activities with little or no physical contact;
- ✓ Encourage sports that involve less physical closeness over those that are close-contact or involve shared equipment;
- ✓ Encourage activities that are lower risk such as skill-building and conditioning;
- ✓ Enhance cleaning and disinfection protocols;
- ✓ Refer to CDC guidelines at all times.

For food services the center will:

- ✓ Serve individual portions to children;
- ✓ Keep stable groups of children separated;
- ✓ Stagger mealtimes to reduce occupancy and congregation;
- ✓ Separate tables with seating at least 6 ft. apart from other tables, as feasible.
- ✓ Excursions away from programs (e.g. field trips) are discontinued at the present time.

BMCC Reopening and Operations Plan

Specialized Programs – Michael Spath (EHS and Risk Management Officer)

E

MICHAEL SPATH
(Specialized Programs)

CHILDCARE CENTER

Hygiene, Cleaning, and Disinfection

- ✓ The center will adhere to hygiene, cleaning, and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain logs on site that document date, time, and scope of cleaning and disinfection.
- ✓ Hand hygiene stations are provided and maintained by BMCC. Handwashing with soap, running warm water, and disposable paper towels is preferred but alcohol-based hand sanitizer containing 60% or more alcohol is provided for areas where handwashing is not available or practical.
- ✓ Hand sanitizer are available throughout common areas on site.
- ✓ Staff and children must perform hand hygiene immediately upon entering the program.
- ✓ Staff and children are required to practice hygiene in the following instances:
 - ✓ Upon arrival to the first program activity;
 - ✓ Between all program activities;
 - ✓ After using the restroom;
 - ✓ Before eating; and
 - ✓ Before departing the last program activity.
- ✓ Appropriate cleaning/disinfection supplies are provided for shared and frequently touched surfaces (e.g. door handles, multi-seat strollers, toys, art supplies, areas where children eat), and employees are required to use these supplies before and after use of these surfaces, followed by hand hygiene.
- ✓ Regularly clean and disinfect equipment and toys using products identified by the Environmental Protection Agency (EPA) as effective against COVID-19.
- ✓ Children will not be allowed to use toys that can't be cleaned/sanitized (e.g. dress-up clothes, puppets).
- ✓ Individual clean nap mats are available for each child. Mats will be cleaned and disinfected after each use.
- ✓ When taking care of young children, as a precautionary measure frequent and thorough hand hygiene are required for both staff and children:
 - ✓ Whenever a child is soiled with secretions,
 - ✓ change the child's clothes and clean the child, as
 - ✓ needed.
- ✓ When diapering/providing assistance with toileting, wear gloves, wash hands (staff and child), and follow cleaning and disinfection steps between each child.

BMCC Reopening and Operations Plan

Specialized Programs – Michael Spath (EHS and Risk Management Officer)

E

MICHAEL SPATH
(Specialized Programs)

CHILDCARE CENTER

Communication

- ✓ The center has reviewed and understands the state- issued industry guidelines, and we will implement them.
- ✓ All employees/staff are trained on applicable precautions and policies in the State’s guidance either remotely or in- person, using appropriate social distancing and requiring face coverings for all participants.
- ✓ Signage is posted inside and outside of the facility to remind individuals to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- ✓ Completed summary safety plans are posted on site.

Screening

- ✓ Staff are instructed to stay home if they are sick. Parents and guardians will be reminded to keep sick children home.
- ✓ The center has implemented a mandatory health screening assessment (e.g. questionnaire, temperature check) for employees, visitors (e.g. contractors, vendors), and children (through their parent or guardian).
- ✓ Screening asks about (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and (3) close or proximate contact with confirmed or suspected COVID-19 case in past 14 days. Responses are reviewed and documented.
- ✓ In the event that a parent or guardian of a child must be isolated because they have tested positive for, or exhibited symptoms of, COVID-19, the parent or guardian will be advised that they cannot enter the site for any reason, including picking up their child.
- ✓ When a parent or guardian – who is the a member of the same household as the child – is exhibiting signs of COVID-19 or has been tested and is positive for the virus, an emergency contact authorized by the parent to come pick up the child will be utilized. As a “close contact,” the child will not be allowed to return to the child care center for the duration of the quarantine.
- ✓ When a parent or guardian– who is the a member of the same household as the child – is being quarantined as a precautionary measure, without symptoms or a positive test, staff will walk out and deliver the child to the parent or guardian at outside, the premises. As a “contact of a contact” the child will be allowed to return to the child care or day camp during the duration of the quarantine.
- ✓ When a child or their household member becomes symptomatic for COVID-19 or tests positive, the child must quarantine and may not return to the child care center until after quarantine is complete.
- ✓ Immediately notify the state and local health department about any positive test result by an employee or child/camper at their site

BMCC Reopening and Operations Plan

Specialized Programs – Michael Spath (EHS and Risk Management Officer)

E

MICHAEL SPATH
(Specialized Programs)

TRIBECA PERFORMING ARTS CENTER (TPAC)

Theater I will be offline for the Fall 2020 semester

Theater II will only be use for instructional program (Theater Arts) on a limited and scheduled basis. Reduced occupancy limits will be monitored by public safety and directly correspond to the scheduled class to which the space has been assigned to. Overall theater occupant load will be reduced by more than 90% of normal occupancy.

Maximum Reduced Occupancy 30 people (Normal Occupancy 300). Reduced capacity includes both, stage and seating areas with the following safety protocols:

- ✓ No audience will be in attendance.
- ✓ No more than 30 persons total in the physical space;
- ✓ No more than 10 persons total onstage;
- ✓ Everyone will maintain social distancing procedures as continued to be outlined by BMCC, CUNY, NYC, NYS, and the CDC;
- ✓ **Everyone will wear a face covering, including performers on stage.**
- ✓ There will be no freelance ushers or technicians onsite.
- ✓ All entrances and exits will be controlled and screening requirements outlined by BMCC ,
- ✓ **Administrative office personnel will follow BMCC protocols for entry onsite on limited basis.**
- ✓ Community client activity will not be permitted during the Fall 2020 semester.

BOOKSTORE (BARNES AND NOBLES)

- ✓ At peak time, no more than 8 staff members will be on site at a time, during normal operations we will run with no more than 6 staff members.
- ✓ Students will order their requested books and school supplies via the internet with shipping. Limited curbside pickup will be available to students unable to receive UPS shipments.
- ✓ Students will be encouraged to return their rental books via UPS free of charge, however for those that request to return in person, we will check the books in on an outdoor campus area.
- ✓ Health screening will be done each day for each employee who comes inside the building and check sheets sent to the appropriate department at the Borough of Manhattan Community College.
- ✓ PPE will be required for all staff members that enter the building. Masks, gloves & hand sanitizer provided by the bookstore will be available to their staff.

BMCC Reopening and Operations Plan

Specialized Programs – Michael Spath (EHS and Risk Management Officer)

E

MICHAEL SPATH
(Specialized Programs)

FOOD PANTRY OPERATIONS

The Pantry distribution area will continue to operate on a weekly basis from the Richard Harris Terrace (see Pg. 28 for location) and by appointment only with the following protocols:

- ✓ Limited number of participants managed thru a web based reservation system that schedules individual appointments within a predetermined timeframe to avoid congestion or overcrowding during collection. No more than two people are allowed in the distribution area at any given time.
- ✓ Distribution area is large enough to accommodate the installation of rectangular tables creating proper physical distancing between the distributor and the recipient.
- ✓ All distributing team members will be provided with adequate PPE, including face coverings, gloves and eye protection.
- ✓ Hand sanitizing stations will be located at the distribution area and all recipients will be encouraged to wash their hands prior to entering the distribution area in the restrooms located at the point of entry.
- ✓ Distribution times will be limited to a scheduled timeframe of 3hrs maximum to allow for cleaning and disinfecting of the distribution areas prior to and post occupancy.

DINING HALL

Onsite food services will not be available during the fall semester and only the dining hall area will be accessible for building occupants and with strict physical distancing protocols as follows:

- ✓ Dining areas will have reduced capacity to ensure compliance with physical distancing and group gatherings will not be allowed.
- ✓ Strict access control and limited use will be monitored and enforced by public safety.
- ✓ All dinnerware/drinkware, condiments with single serving will be removed from communal spaces.
- ✓ Hand sanitizing stations will be install near all vending machines and microwaves.
- ✓ Deep cleaning and disinfecting of dining areas will be conducted minimum twice per day.
- ✓ Staggering of lunch breaks for essential staff will be implemented to limit occupancy.

COMPUTER LABS AND STUDY AREAS (At 70 Murray Street).

Computer Labs and Study areas will be accessible by appointment only to students at 70 Murray Street facility 2nd and 3rd floor. All spaces will be managed thru a web based reservation system to accommodate a maximum occupancy not to exceed 25% of the normal occupant load and for the study rooms, re-configured with individual tables and chairs for each occupant to adequately comply with all physical distancing requirements. Rooms schedules will be strictly managed to allow for cleaning and disinfecting of the rooms on a 4hr cycle. Health Screening protocols will be required prior to entering the facility and as a condition of the space reservation process. Group study sessions will not be permitted in the rooms and re-arrangement of furniture will not be tolerated.

BMCC Reopening and Operations Plan

Reclosing Plan

RECLOSING PLAN

- ✓ Should BMCC need to close down operations after reopening, the same governance structure should apply as laid out in the reopening section of the plan. Decisions to shut down will begin with the Campus Coronavirus Liaisons who will report daily to the Campus Reopening Committee and to the Chancellery/COO's Office on COVID-19 exposures. This data, along with local and state data and guidance, will guide the campus working with the Chancellery/COO's Office's on decisions as to closures. If the CUNY Board of Trustees calls for partial or full closure, campuses should activate their plans.
- ✓ BMCC and the Campus Reopening Committees will monitor a range of internal and external criteria when assessing whether a ramp down or closure of campuses is required.
- ✓ External monitoring criteria will include:
 - Federal, New York State, and New York City regulatory guidelines and mandates.
 - Infection/health system status at the local, state, regional and nation-wide level.
 - Status of resources and infrastructure to combat contagion (e.g., PPE, health system capacity, testing and tracing).
 - Compliance of greater public with COVID-19 protocols (e.g., group gatherings, social distancing).
 - Reclosing status of neighboring universities.
- ✓ Internal monitoring criteria will include:
 - Spread of infection on campus (i.e. via data reported by Campus Coronavirus Liaisons - metrics on current caseload, new flu-like symptoms, spread).
 - Status of resources and infrastructure to combat contagion on campus (e.g. University health system capacity, PPE resources, Testing & tracing resources).
- ✓ BMCC will incorporate any guidance on relevant reclosure criteria provided by New York State as part of Phase 4 reopening guidance for Education institutions.
- ✓ BMCC internal monitoring will be informed by the requirement for students to self diagnose/report symptoms and faculty/staff to complete the NYS Daily Health Screening Template as well as the regular reports on COVID-19 exposures on their campus that should be provided by the Campus Coronavirus Liaisons to the Campus Reopening Committee and the SVC for Institutional Advancement.
- ✓ BMCC will monitor health conditions using the criteria above and look for warning signs that infection may be increasing.
- ✓ Per the governance arrangements, Coronavirus Campus Health Monitoring Liaisons have primary responsibility for collecting accurate and complete data about each individual on their campus with possible exposure to the coronavirus and for sharing that information with the Campus Reopening Committee and the SVC for Institutional Advancement.
- ✓ BMCC's Health Monitoring Coronavirus Liaisons will report information from their campus as well as the online NYS Daily Health Screening Template.

BMCC Reopening and Operations Plan

Reclosing Plan Cont.

RECLOSING PLAN

- ✓ With a confirmed COVID-19 case on campus, the campus will consider a short class suspension of up to 7 days for areas in which the positive occupant was present (see CUNY Guidelines for Safe Campus Reopening, Section III. B) along with building and facility closure to clean and disinfect. BMCCC will also contact the NYS Contact Tracer Initiative in consultation with local/State officials. Shutdowns may involve rolling campuses closures (e.g. of 14–28 days) as required by internal and external monitoring criteria (A Blueprint for Back to School).
- ✓ Ramp-down activities align with the level of community spread, with minimal or moderate spread requiring higher levels of cleaning and potential closure.
- ✓ Extended closure is suggested with substantial community spread, defined by CDC as large scale immunity transmission, healthcare staffing significantly impacted, multiple cases within communal settings.
- ✓ BMCC will expect to only close buildings/areas within its particular campus if the suspected exposure or positive findings that occur reflect confidence in a low level of risk to the wider campus community. This will allow deep-cleaning and disinfection of buildings, premises or grounds. This will be coupled with notifications to potentially impacted students, faculty and staff, and ramp down measures being applied e.g. testing (referrals to City testing sites) and tracing of members of the campus community, moving classes to remote learning, asking employees to work remotely, etc. for the short duration of such limited closures (March 19, 2020 letter to staff from Chancellor).
- ✓ In the early phases of the outbreak, New York City experienced substantial community transmission in which individuals who had no known contact with infected individuals tested positive for the virus. Should there be a return of substantial community transmission, the BMCC community --students, faculty and staff-- should act as if they have been exposed: staying home and monitoring for symptoms. This would require a ramp down or shutdown of BMCC buildings and/or campuses to ensure BMCC does its part to protect the most vulnerable members of the community (March 20, 2020 letter from Chancellor). Such decisions will be made in consultation with the Chancellery/COO's Office and local/State officials.
- ✓ The ramp down response to the local and community health situation within a campus, a community or the City as a whole, should be made following the governance process set in this document. Final decisions on shutting down particular buildings/areas within campuses, will be made by the Chancellery/COO's Office in consultation with local/State authorities.
- ✓ BMCC expects to move forward and backward between the above stages, and to respond with targeted shutdowns of impacted buildings/areas if a person with COVID-19 is confirmed to have been on campuses, to clean/disinfect/contact trace in consultation with local health officials.

BMCC Reopening and Operations Plan

Reclosing Plan Cont.

RECLOSING PLAN

- ✓ BMCC will make a checklist of tasks that stopped during the previous shutdown in order to “reverse engineer” the closing and be prepared for any future campus-wide closings.
- ✓ BMCC will be ready to deploy distance learning modalities with as few employees on campus as possible, to instruct only those who have been designated as essential staff to report to work, and to transition to distance working for all nonessential staff (March 15, 2020 letter from Chancellor). This will include readiness to deploy targeted distance learning modalities if necessary due to targeted shutdowns of particular buildings/areas impacted by COVID-19.
- ✓ BMCC will have effective approval processes to enable staff to request supervisor approval for telecommuting, in accordance with campus telecommuting policies (March 15, 2020 letter from Chancellor). This should include targeted use of telecommuting if necessary due to targeted shutdowns of particular buildings/areas impacted by COVID-19. All supervisors should maintain structures and channels that will enable employees to do their jobs remotely, and to ensure that all hardware and software is fully functional (March 15, 2020 letter from Chancellor). Supervisors should implement remote check-in plans, and all employees should receive details about their work schedules and other expectations of job performance for the duration of the arrangement (March 15, 2020 letter from Chancellor).
- ✓ BMCC will have a communications plans in place to address questions from students, faculty and staff.
- ✓ In the event of a campus-wide shut down or a targeted shutdown of particular areas on campus, the school president and cabinet in conjunction with the Coronavirus Campus Coordinator will decide at their discretion what facilities, such as libraries and laboratories, are essential.
- ✓ Managers of CUNY staff who are not able to remotely perform all of their job duties should look for ways to minimize everyone’s potential exposure, including: where possible, combining remote and on-premises work; staggering schedules to enable employees to use public transit during off-peak times; implementing staffing rotations; condensing work weeks, with more hours but fewer days as during the summer; and, for those who are working on-site, utilizing stringent social-distance strategies (March 15, 2020 letter from Chancellor).
- ✓ To minimize the risk to essential staff including ITS personnel, custodians, public safety officers and facilities staff, general access to campuses/campus areas that are shutdown will be limited to the extent possible. E.g. Access to impacted areas will be limited except by appointment.

BMCC Reopening and Operations Plan

Reclosing Plan Cont.

COMMUNICATION PLAN

BMCC Public Affairs will administer communications and alerts to campus stakeholders (students, faculty, staff and visitors) about services and resources related to COVID-19 updates and protocols. In the instance of a campus shutdown, due to COVID-19, BMCC Public Affairs will activate its crisis communications procedures, with coordination and guidance from the city, state, and the CDC as follows:

- ✓ Public Affairs will update the BMCC website to include an alert notification on its home page.
- ✓ Public Affairs will send out a message through the CUNY Alert system to inform campus stakeholders about the campus closure and provide instructions and updates as necessary. Stakeholders will be reminded to visit the BMCC website for on-going updates.
- ✓ Public Affairs will send out a message using its campus email system to inform campus stakeholders about the campus closure and provide instructions and updates as necessary. Stakeholders will be reminded to visit the BMCC website for on-going updates.
- ✓ Public Affairs will share/post messages using its social media platforms to inform campus stakeholders about the campus closure and provide instructions and updates as necessary. Stakeholders will be reminded to visit the BMCC website for on-going updates.
- ✓ All modes of communication will continue to be updated by the BMCC Public Affairs team with coordination and guidance from the city, state, and the CDC. In addition, Public Affairs will be working closely with the BMCC Administration and Public Safety to provide on-going updates across all platforms.

BMCC Reopening and Operations Plan

Attachment 'A' – CUNY CHECKLIST



CUNY Campus Reopening Checklist

Campus: BMCC

Higher education institutions must develop and submit a plan for reopening and operating for the duration of the COVID-19 public health emergency. Each CUNY campus must develop and submit a plan that, at a minimum, covers the topics included in this checklist, and campuses are accountable for staying current with any updates to local, state and Federal higher education requirements and incorporating those changes into their operations. Please check each item below to confirm that your Campus Reopening Plan addresses each of the listed minimum requirements. Please also provide the relevant page references to the content in your Plan that addresses each requirement to facilitate review and approval by the Chancellery/COO's Office.

Summary Comments

The CUNY Guidelines for Safe Campus Reopening have been prepared to provide a detailed description of each step needed for a safe reopening. This box summarizes the comments for BMCC's Reopening Plan. The Reviewer notes in the checklist below provide the complete set of comments. Prior to final review, BMCC must revise their Reopening Plan in tracked changes to address these comments.

Reopening:

- BMCC's reopening plan met most of what is required. However, as noted in the specific comments included on the checklist, additional information is needed for some areas. Most importantly, there should be greater detail of what BMCC's staging entails, and how and when the college plans to move between one stage to the next. Additionally, the plan should give a more fulsome rationale for the in-person delivery of the chosen functions and classes, as well as how BMCC plans to stagger scheduling in order to reduce congestion. The plan also needs additional detail for how certain spaces (e.g., computer labs) will be used and the cleaning protocols for those spaces.

Monitoring:

- Plan needs to clarify how the screening questions will be administered and should indicate a preference for the screening forms to be submitted prior to individuals coming on campus, as opposed to when they arrive. The plans should also include the screening questions that will be asked.

Containment:

- The plan needs to designate an area for individuals to isolate if they begin developing symptoms while on campus until they can be provided safe transportation off campus.

Shutdown:

- The reclosing plan should provide a more detailed communications plan.

Other:

- Plan should include confirmation that the campus has submitted an affirmation that they have read and understand the higher education guidelines (per section IV, 'Institution Plans' from the Guidelines for Safe Campus Reopening.)
- Plan includes details for reopening Child Care Centers that will need to be reviewed by OAA.

Reopening: Plans for restarting campus operations including student, faculty, and staff return

<p>Capacity</p>	<p>Does your plan describe:</p> <ul style="list-style-type: none"> <input type="checkbox"/> how you will phase a reopening, and how many students, faculty and staff (percent of total capacity) will return to campus, considering factors such as: <input type="checkbox"/> ability to maintain social distance in public spaces and residence halls, <input type="checkbox"/> testing capabilities, <input type="checkbox"/> Personal Protective Equipment (PPE) availability, <input type="checkbox"/> quarantine and isolation capacity, local medical capacity, and availability of safe transportation? 	<p>See <i>CUNY Guidelines for Safe Campus Reopening, Section II.C, in particular, as well as Sections I.A., I.B, I.C., II.A., III.B., and Supplemental Guidelines Sections 1, 3 and 5.</i></p> <p><i>Reviewer notes:</i></p> <ul style="list-style-type: none"> • While the plan describes the functions to resume in each stage, the plan should provide greater detail as to how and when BMCC expects to move from one stage to the next. Additionally, the plan should give a more fulsome rationale for the in-person delivery of the chosen functions and classes, as well as how BMCC plans to stagger scheduling in order to reduce congestion. See page 39 for additional details on staged reopening. See pages 17,17A thru 17D for a more fulsome rationale for in-person delivery of limited classes as well as planned approach to reduce congestion. • Plan should include confirmation that the campus has submitted an affirmation that they have read and understand the higher education guidelines (per section IV, 'Institution Plans' from the Guidelines for Safe Campus Reopening.) Affirmation Included (See Attachment 'B') • BMCC needs to designate an area for individuals to isolate if they begin developing symptoms while on campus. Area Identified (See pgs. 26 and 47)
<p>PPE</p>	<p>Does your plan indicate:</p> <ul style="list-style-type: none"> <input type="checkbox"/> how will you obtain and provide acceptable face coverings to all employees of the institution? <input type="checkbox"/> whether your campus will be providing face coverings or other PPE to students? <input type="checkbox"/> what PPE is required where and when for employees, students, and other individuals on campus, in accordance with state and local public health laws, regulations, and policies? 	<p>See <i>CUNY Guidelines for Safe Campus Reopening, Sections I.A, I.B, II.A, II.C, and Supplemental Guidelines Sections 3, and 4.</i></p> <ul style="list-style-type: none"> • Plan does not state whether BMCC will provide facemasks to employees. NYS Law requires that campuses must procure, fashion, or otherwise obtain acceptable face coverings and provide such coverings to their employees who directly interact with students or members of the public while at work at no cost to the employee. Please see page 55 for additional clarification • Please provide more detail as to how your campus will project the ongoing supply of PPE needed and how it will manage to keep the supply available. Please see page 55 for additional clarification

<p>Testing</p>	<p>Does your plan indicate:</p> <ul style="list-style-type: none"> <input type="checkbox"/> what screening and diagnostic testing your campus will conduct of students, faculty and staff for SARS-CoV-2 upon return, especially any individuals with recent international or long-distance travel, particularly from areas with widespread community transmission of the virus? <input type="checkbox"/> whether individuals will be tested, who will be tested, the frequency of testing, the method of testing, notification of test results, and the process for those arriving to campus untested? <input type="checkbox"/> whether your campus will quarantine residential students upon arrival until they receive testing and a negative test result? 	<p>See <i>CUNY Guidelines for Safe Campus Reopening, Section III.A.</i></p> <ul style="list-style-type: none"> • Minimum requirements met.
<p>Residential living</p>	<p>If your campus has residential living, does your plan include protocols for:</p> <ul style="list-style-type: none"> <input type="checkbox"/> capacity limits, <input type="checkbox"/> enhanced cleaning and disinfection, <input type="checkbox"/> appropriate social distancing, <input type="checkbox"/> use of acceptable face coverings in common areas, <input type="checkbox"/> restrictions on non-essential gatherings and activities, <input type="checkbox"/> limited access by students to other residential facilities (e.g. dormitories), <input type="checkbox"/> restrictions of visitors, <input type="checkbox"/> special housing considerations for students who are immunocompromised or who have an underlying health condition, <input type="checkbox"/> separate living spaces for persons undergoing isolation or quarantine, and <input type="checkbox"/> a modified set of rules for students to follow? 	<p><i>Specific guidance is offered throughout CUNY Guidelines for Safe Campus Reopening in sections I.A., I.B, II. B., III.A.</i></p> <ul style="list-style-type: none"> • NA

	<input type="checkbox"/> N/A: Campus does not have residential living.	
Operational activity	<p>Does your plan determine:</p> <input type="checkbox"/> how classes, shared spaces, and activities may be adapted in various phases of return and operations? <input type="checkbox"/> how the considerations presented in the guidance document on instructional modalities and course scheduling will be addressed? <input type="checkbox"/> whether your campus will rollout appointment-only use of shared spaces, limiting number of individuals participating in in-person activities at any given time?	<p>See <i>CUNY Guidelines for Safe Campus Reopening, Section I.C.</i></p> <ul style="list-style-type: none"> • Similar to the staging of return mentioned above, the plan should describe how many classes and what types of classes are expected to be held in-person. Additionally, page 40 states that BMCC “will” develop a physical distancing plan for each course. Those plans should be developed and described in the reopening plan. Please refer to pgs. 17, 17A thru 17D for additional information • The plan indicates that a risk based approach was taken in deciding which classes and functions are to be allowed on campus. The plan should provide the rationale for why the selected classes and functions were chosen. Please refer to pgs 17, 17A thru 17D for additional information • While the plan provides clear descriptions of how classroom spaces will be adapted, BMCC should more clearly describe how course schedules will be staggered to reduce congestion in hallways and public spaces. Please refer to pgs. 17, 17A thru 17D for additional information. • The plan has reduced the occupancy of common/shared spaces and on campus, but BMCC should also have plans to discourage the prolonged use of those spaces by individuals. Please refer to pg. 54 for plan of action. • Please provide more detail on how the computer labs are expected to be used in regard to capacity and spacing. Please refer to pg. 65 for additional information • Please provide more information on the use of “study areas” including rationale and capacity restraints. Please refer to pg. 65 for additional information. • On your diagrams, are the capacity limits all driven by the 6 foot distancing requirement, so that offices that have a capacity of 2 are large enough to accommodate two people with 6 foot distancing between them? Please refer to pg. 17 for clarification on determination of maximum occupancy

Restart operations	<p>Does your plan describe:</p> <input type="checkbox"/> how you will safely reopen buildings? Does it address: <ul style="list-style-type: none"> <input type="checkbox"/> cleaning and disinfection, <input type="checkbox"/> restarting ventilation, 	<p>See <i>CUNY Guidelines for Safe Campus Reopening, Section I.B. and II.B.</i></p> <ul style="list-style-type: none"> • Minimum requirements met.
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	<input type="checkbox"/> water systems, and <input type="checkbox"/> other key facility components (as applicable)?	
Extracurriculars	<input type="checkbox"/> Does your plan have policies regarding extracurricular programs and which activities will be allowed, considering social distancing and risk of COVID-19 transmission?	<p>See <i>CUNY Guidelines for Safe Campus Reopening, Sections I.B., I. C., and II. C., and Supplemental Guidelines Sections 2 and 5.</i></p> <ul style="list-style-type: none"> • There should be greater clarity on what the theatre space is being used for. Is the use a part of course programming and rehearsal? How will capacity be monitored? Refer to pg 64. • Plan should specify that all persons, including performers, will need to wear masks at all times. Refer to pg. 64
Vulnerable populations	<input type="checkbox"/> Does your plan consider and accommodate vulnerable populations on campus and individuals who may not feel comfortable returning to campus? Specifically, for: <ul style="list-style-type: none"> <input type="checkbox"/> Students to allow them to safely participate in educational activities and receive necessary support services? <input type="checkbox"/> Faculty and staff member's specific circumstances?" 	<p>See <i>CUNY Guidelines for Safe Campus Reopening, Sections I.C. and II.C</i></p> <ul style="list-style-type: none"> • Minimum requirements met.
Hygiene, cleaning and disinfection	<p>Does your plan establish campus-wide cleaning and disinfection protocols for:</p> <ul style="list-style-type: none"> <input type="checkbox"/> classrooms, <input type="checkbox"/> residence halls (if applicable), <input type="checkbox"/> restrooms, <input type="checkbox"/> dining halls, <input type="checkbox"/> computer labs, <input type="checkbox"/> food pantries, and <input type="checkbox"/> other facilities? <input type="checkbox"/> Does your plan promote hand and respiratory hygiene among all individuals on campus?	<p>See <i>CUNY Guidelines for Safe Campus Reopening, Sections I.A, I.B and II.B.</i></p> <ul style="list-style-type: none"> • There is no detail regarding how the food pantry will operate and what the cleaning protocol will be. For additional details on the Food Pantry Operations see pages 28 and 65. • The plan should include cleaning protocols for computer labs and dining halls (note: NYC has not allowed for indoor dining to reopen, and CUNY colleges should restrict cafeterias to take-out only until indoor dining is allowed to resume). Please refer to pg. 56 for computer labs cleaning protocols and pg. 65 for Dining Hall operations and cleaning protocols.

Monitoring: Policies to track health conditions on campus.

Testing responsibility	<p>Does your plan:</p> <ul style="list-style-type: none"> <input type="checkbox"/> identify who is responsible for purchasing and administering testing, and notification of test results? <input type="checkbox"/> offer contingencies for continual screening of symptoms and temperature checks without testing, if needed? 	<p>See <i>CUNY Guidelines for Safe Campus Reopening</i>, Sections III.A and III.B.</p> <ul style="list-style-type: none"> ● Minimum requirements met.
Testing frequency and protocols	<p>Does your plan:</p> <ul style="list-style-type: none"> <input type="checkbox"/> determine the testing frequency and process? And include (as appropriate): <ul style="list-style-type: none"> <input type="checkbox"/> how you might test for cause (e.g. symptomatic individuals, close or proximate contacts, international travel), <input type="checkbox"/> how you might test for surveillance to proactively monitor for symptoms of influenza-like illness, and <input type="checkbox"/> any protocols around group testing? 	<p>See <i>CUNY Guidelines for Safe Campus Reopening</i>, Sections III.A and III.B.</p> <ul style="list-style-type: none"> ● Minimum requirements met.
Early warning signs	<p>Does your plan define:</p> <ul style="list-style-type: none"> <input type="checkbox"/> metrics that will serve as early warning signs that positive cases may be increasing beyond an acceptable level, and <input type="checkbox"/> method(s) to monitor against such metrics? 	<p>See <i>CUNY Guidelines for Safe Campus Reopening</i>, Sections I.C and Supplemental Guidelines Section 5.</p> <ul style="list-style-type: none"> ● Minimum requirements met. .
Tracing	<ul style="list-style-type: none"> <input type="checkbox"/> Does your plan describe contact tracing in close coordination with state and local health departments using the protocols, training, and tools provided through the New York State Contact Tracing Program? 	<p>See <i>CUNY Guidelines for Safe Campus Reopening</i>, Part 1.B, Sections III.A, III.B and Supplemental Guidelines Section 1.</p> <ul style="list-style-type: none"> ● Minimum requirements met.
Screening	<p>Does your plan describe approaches for regular health screening of:</p> <ul style="list-style-type: none"> <input type="checkbox"/> staff, <input type="checkbox"/> faculty, <input type="checkbox"/> students, and <input type="checkbox"/> visitors? 	<p>See <i>CUNY Guidelines for Safe Campus Reopening</i>, Section III.A.</p> <ul style="list-style-type: none"> ● Plan needs to clarify how the screening questions will be administered and should prioritize that the screening forms are submitted electronically prior to individuals coming on campus, as opposed to when they arrive. <u>See page 44.</u> ● Plan needs to clarify the screening process for visitors, including how visitors will access the screening. <u>See page 44.</u>

		<ul style="list-style-type: none"> The plan should list the questions that will be asked on the screening form. See page 44 for Health Screening Questionnaire
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Containment: Plans for how to respond to positive or suspected cases, as well as preventative policies and practices.

Isolation	<p>Does your plan identify:</p> <ul style="list-style-type: none"> <input type="checkbox"/> how to isolate symptomatic individuals, who are residential and non-residential (as applicable)? <input type="checkbox"/> where individuals will be residing (e.g. residence halls, hotels, home) throughout the duration of their isolation, and <input type="checkbox"/> the support system that will be provided including food, medicine, psychosocial, academic and/or other support, as needed? 	<p>See CUNY Guidelines for Safe Campus Reopening, Sections I.A, I.B and III.B.</p> <ul style="list-style-type: none"> BMCC needs to designate an area for individuals to isolate if they begin developing symptoms while on campus until they can be provided safe transportation off campus. See page 26 for location and 47-49 for support system.
Quarantine	<p>Does your plan identify:</p> <ul style="list-style-type: none"> <input type="checkbox"/> how exposed individuals (residential and non-residential) will be quarantined away from others, <input type="checkbox"/> the support system that will be provided including food, medicine, psychosocial, academic and/or other support, as needed? 	<p>See CUNY Guidelines for Safe Campus Reopening, Sections I.A, I.B and III.B.</p> <ul style="list-style-type: none"> See isolation comment above. See page 26 for location and 47-49 for support system and guidance.
Students confirmed or suspected to have COVID-19	<ul style="list-style-type: none"> <input type="checkbox"/> For residential campuses, does your plan include how you will monitor and provide medical care and other health services to residential students who test positive and are in isolation, need more advanced medical care, or are awaiting test results? 	<p>See CUNY Guidelines for Safe Campus Reopening, Sections I.A, I.B and III.B.</p> <ul style="list-style-type: none"> NA
Hygiene, cleaning and disinfection	<ul style="list-style-type: none"> <input type="checkbox"/> Does your plan include implementation strategies for cleaning and disinfection of exposed areas, and appropriate notification to occupants of such areas? 	<p>See CUNY Guidelines for Safe Campus Reopening, Section I.B and III.B.</p> <ul style="list-style-type: none"> Minimum requirements met.
Communication	<ul style="list-style-type: none"> <input type="checkbox"/> Does your plan describe how you will share with your campus community the 	<p>See CUNY Guidelines for Safe Campus Reopening, Section II.D and III.B.</p>

	protocols and safety measures taken by the institution?	<ul style="list-style-type: none"> • Minimum requirements met.
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Shutdown: Contingency plans for decreasing on-campus activities and operations and/or closing the campus.

Operational activity	<p>Does your plan:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Indicate which operations will be decreased, scaled back, ramped down, or shutdown and which operations will be conducted remotely, and <input type="checkbox"/> Describe a process to conduct orderly shutdown which may include phasing, milestones, and involvement of key personnel? 	<p><i>See CUNY Guidelines for Safe Campus Reopening, Supplemental Guidelines Section 5.</i></p> <ul style="list-style-type: none"> • Minimum requirements met.
Move-out	<p>For residential campuses, does your plan describe:</p> <ul style="list-style-type: none"> <input type="checkbox"/> how students would safely depart campus? and <input type="checkbox"/> any necessary policies for students who may not be able to depart campus quickly (e.g. international students)? 	<p><i>See CUNY Guidelines for Safe Campus Reopening, Supplemental Guidelines Section 5.</i></p> <ul style="list-style-type: none"> • NA
Communication	<ul style="list-style-type: none"> <input type="checkbox"/> Does your plan comprehensively describe how to communicate internally and externally throughout the shutdown process? 	<p><i>See CUNY Guidelines for Safe Campus Reopening, Supplemental Guidelines Section 5.</i></p> <ul style="list-style-type: none"> • A more fulsome communication plan should be included with the shutdown plan. <u>See pg. 69 for communication plan associated with a possible shutdown of operations.</u>

If your campus reopening plan does not include any of the minimum requirements listed above, describe why that is the case in the box below.

As COVID-19 Campus Coordinator, I certify that the Campus Reopening Plan submitted to the CUNY Chancellery/COO's Office for review, meets the minimum requirements as checked off on the list above.

Name: Jorge E Yafar RA LEED AP

Title: AVP of Campus Planning and Facilities

eSignature: _____

Date: _____

BMCC Reopening and Operations Plan

Attachment 'B' – NY STATE SAFETY PLAN AND AFFIRMATION





New York Forward

Business Affirmation

We have received your reopening affirmation on 08/19/2020 at 03:28 am.

Print or take a screenshot of this page for your records.

Your next step is to create and post your NY Forward Business Safety Plan.

[Download the NY Forward Business Safety Plan Template](#)

I am the owner or agent of the business listed. I have reviewed the New York State interim guidance for business re-opening activities and operations during the COVID-19 public health emergency and I affirm that I have read and understand my obligation to operate in accordance with such guidance.

BOROUGH OF MANHATTAN COMMUNITY COLLEGE

Higher Education Institutions

JORGE YAFAR

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199 CHAMBERS STREET

NEW YORK, NY 10007

New York County



NY FORWARD SAFETY PLAN TEMPLATE

Each business or entity, including those that have been designated as essential under Empire State Development's Essential Business Guidance, must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. A business may fill out this template to fulfill the requirement, or may develop its own Safety Plan. **This plan does not need to be submitted to a state agency for approval** but must be retained on the premises of the business and must be made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.

Business owners should refer to the State's industry-specific guidance for more information on how to safely operate. For a list of regions and sectors that are authorized to re-open, as well as detailed guidance for each sector, please visit: forward.ny.gov. If your industry is not included in the posted guidance but your business has been operating as essential, please refer to ESD's [Essential Business Guidance](#) and adhere to the guidelines within this Safety Plan. Please continue to regularly check the New York Forward site for guidance that is applicable to your business or certain parts of your business functions, and consult the state and federal resources listed below.

COVID-19 Reopening Safety Plan

Name of Business:

Industry:

Address:

Contact Information:

Owner/Manager of Business:

Human Resources Representative and Contact Information, if applicable:

I. PEOPLE

A. Physical Distancing. To ensure employees comply with physical distancing requirements, you agree that you will do the following:

- Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.

- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.

- Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)
- Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

List common situations that may not allow for 6 ft. of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?

How you will manage engagement with customers and visitors on these requirements (as applicable)?

How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?

II. PLACES

A. Protective Equipment. To ensure employees comply with protective equipment requirements, you agree that you will do the following:

- Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.

What quantity of face coverings – and any other PPE – will you need to procure to ensure that you always have a sufficient supply on hand for employees and visitors? How will you procure these supplies?

- Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?

- Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.

List common objects that are likely to be shared between employees. What measures will you implement to ensure the safety of your employees when using these objects?

B. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following:

- Adhere to hygiene and sanitation requirements from the [Centers for Disease Control and Prevention \(CDC\)](#) and [Department of Health \(DOH\)](#) and maintain cleaning logs on site that document date, time, and scope of cleaning.

Who will be responsible for maintaining a cleaning log? Where will the log be kept?

- Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

Where on the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?

- Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using [products](#) identified as effective against COVID-19?

C. Communication. To ensure the business and its employees comply with communication requirements, you agree that you will do the following:

- Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.
- Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.

Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?

- If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?

III. PROCESS

A. Screening. To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

- Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 [symptoms](#) in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented.

What type(s) of daily health and screening practices will you implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained?

If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?

B. Contact tracing and disinfection of contaminated areas. To ensure the business and its employees comply with contact tracing and disinfection requirements, you agree that you will do the following:

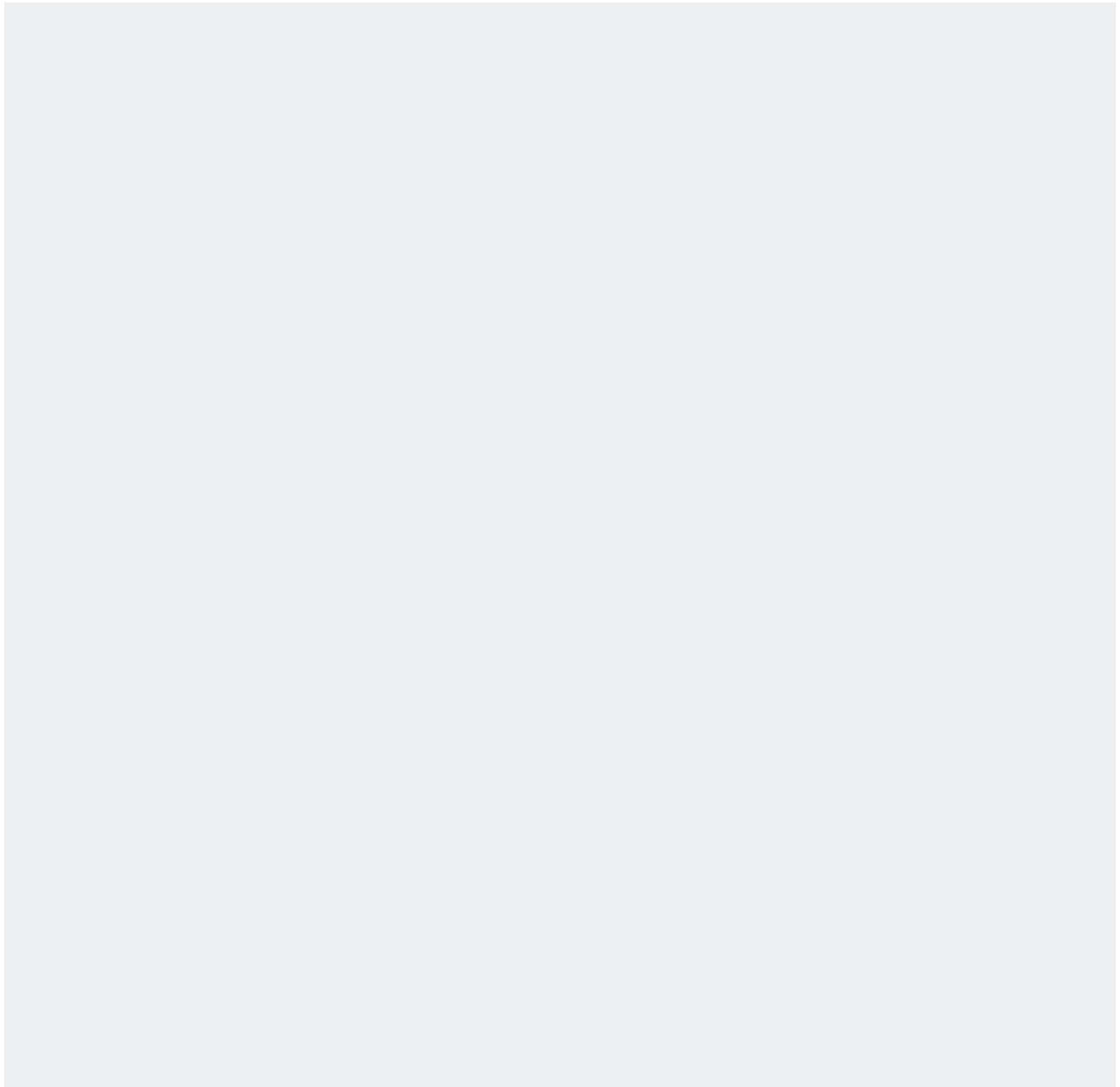
- Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

In the case of an employee testing positive for COVID-19, how will you clean the applicable contaminated areas? What products identified as effective against COVID-19 will you need and how will you acquire them?

In the case of an employee testing positive for COVID-19, how will you trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?

IV. OTHER

Please use this space to provide additional details about your business's Safety Plan, including anything to address specific industry guidance.



Staying up to date on industry-specific guidance:

To ensure that you stay up to date on the guidance that is being issued by the State, you will:

- Consult the NY Forward website at forward.ny.gov and applicable Executive Orders at governor.ny.gov/executiveorders on a periodic basis or whenever notified of the availability of new guidance.

STAY HOME.

STOP THE SPREAD.

SAVE LIVES.

State and Federal Resources for Businesses and Entities

As these resources are frequently updated, please stay current on state and federal guidance issued in response to COVID-19.

General Information

[New York State Department of Health \(DOH\) Novel Coronavirus \(COVID-19\) Website](#)

[Centers for Disease Control and Prevention \(CDC\) Coronavirus \(COVID-19\) Website](#)

[Occupational Safety and Health Administration \(OSHA\) COVID-19 Website](#)

Workplace Guidance

[CDC Guidance for Businesses and Employers to Plan, Prepare and Respond to Coronavirus Disease 2019](#)

[OSHA Guidance on Preparing Workplaces for COVID-19](#)

Personal Protective Equipment Guidance

[DOH Interim Guidance on Executive Order 202.16 Requiring Face Coverings for Public and Private Employees](#)

[OSHA Personal Protective Equipment](#)

Cleaning and Disinfecting Guidance

[New York State Department of Environmental Conservation \(DEC\) Registered Disinfectants of COVID-19](#)

[DOH Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#)

[CDC Cleaning and Disinfecting Facilities](#)

Screening and Testing Guidance

[DOH COVID-19 Testing](#)

[CDC COVID-19 Symptoms](#)

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