



BMCC Fall 2022 COVID-19 Plan

Campus Planning and Facilities (Rev08/24/2022)

BMCC Fall 2022 COVID-19 Plan

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BMCC Fall 2022 COVID-19 Plan

Introduction

Dear BMCC Community,

In the months since we last released this report, the COVID-19 pandemic has evolved — and so have we. Alongside the exciting return to campus by our students, faculty and staff, BMCC has adapted COVID safety protocols to reflect the latest recommendations from the Centers for Disease Control, the New York State Department of Health and the City University of New York. We continue to protect our community by strongly recommending that everyone wear a mask indoors, reducing the risk of infection. We provide convenient testing sites and hand-sanitizing dispensers, monitor filters to protect indoor air quality, maintain germicidal UVC light systems, deliver updates on the BMCC website, and more. Many of these safety measures happen behind the scenes, while what we do see, are classrooms alive with scholarly discussion, theatre spaces bustling with student talent, like-minded men and women in more than 50 different majors convening in the BMCC library and throughout campus.

In Fall 2022, BMCC will recognize our LGBTQIA+ community with Pride Month. We will speak out during Domestic Violence Awareness Month, celebrate our science and math majors at the BMCC STEMfest, and honor BMCC's diversity with Italian Heritage and Hispanic Heritage months. In Spring 2023, we will commemorate African Heritage Month, Women's Herstory Month and Asian Heritage Month. There will be an Entrepreneur Summit, an Urban Male Conference, the BMCC Annual Research Symposium, and of course, another moving, in-person commencement.

Throughout the academic year, I will continue our tradition of in-person and virtual Town Halls, welcoming community voices as we strategize for student success. Since equity is deeply embedded in our retention and graduation rates, the BMCC Race, Equity and Inclusion (REI) Steering Committee will continue to ensure that we hold ourselves accountable for sustaining an inclusive and just learning environment. BMCC's participation in the CUNY Academic Momentum Campaign (AcMo2.0) will help students stay on track for graduation, and new alumni will hit the ground running when they go from BMCC's associate degree programs — as well as funded research projects led by faculty scientists — to STEM and other programs at the baccalaureate level.

As we level the playing field for our students, launch their careers and set our graduates' mobility on an upward track, we keep an eye on the unpredictable dynamics of the COVID pandemic. We are confident that with the right prevention strategies in place, BMCC can continue to excel. So be safe, protect yourself and those around you. We are in this together, stronger every day.

Anthony E. Munroe
President, Borough of Manhattan Community College

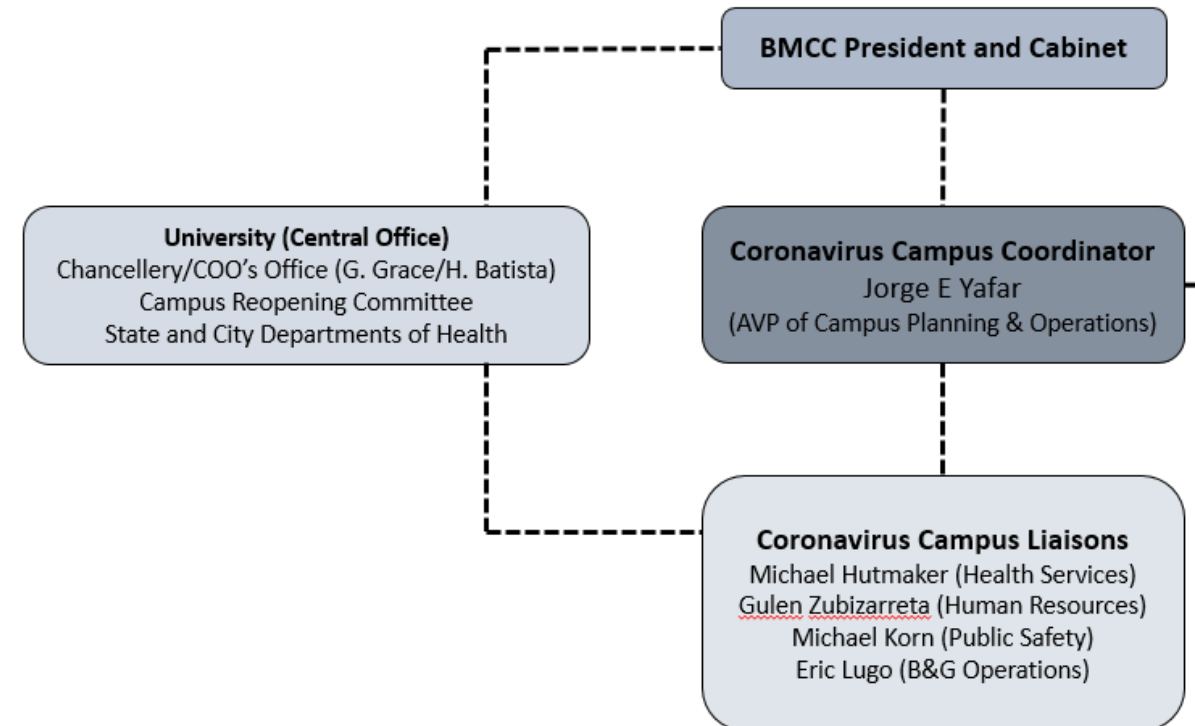
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Plan Governance - Coronavirus Coordinator

Coronavirus Campus Coordinator

This role will continue to be performed by the Assistant Vice President of Campus Planning and Facilities, who will oversee the preparation, review and implementation of the Campus COVID-19 Plan. The Coronavirus Campus Coordinator will:

- Serve as the campus safety monitor, responsible for ensuring compliance with all aspects of the campus's COVID-19 plan.
- Lead and coordinate when necessary, the work of the Campus Reopening Steering Committee and serve along with other BMCC cabinet members, as the conduit between the campus and CUNY Central on COVID-19-related matters.
- Receive information from the Coronavirus Campus Liaisons on COVID-19 related matters.
- Support the work of Coronavirus Campus Liaisons in specific areas of responsibilities, such as Health Monitoring, Human Resources, Safety Protocols, Facility Operations and Specialized Programs.
- The Coordinator along with other BMCC cabinet members, working directly with the COO's Office will be responsive to local health conditions and continuously monitor and modify the COVID-19 Plan approach as needed.



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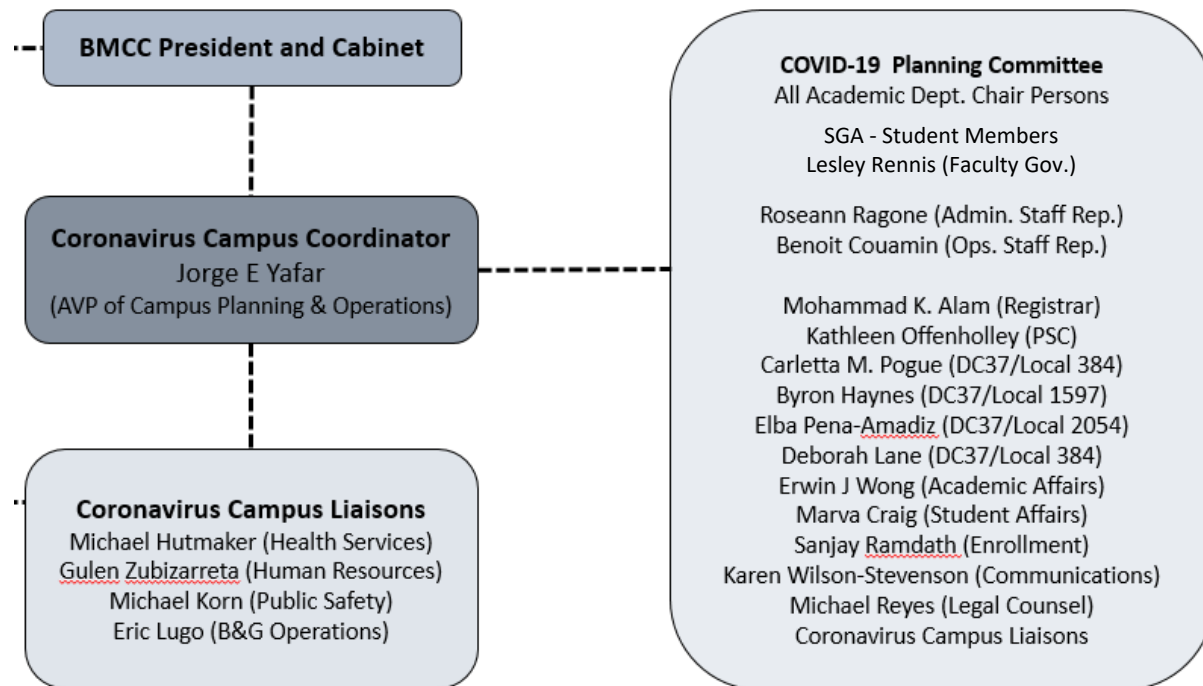
Plan Governance Coronavirus Liaisons

Coronavirus Campus Liaisons

The Liaisons will continue to assist in developing, implementing and monitoring adherence and compliance with safety practices as outlined on this plan, at various capacities and in an integrated manner. The Coronavirus Campus Liaisons will manage the following areas of responsibilities:

- **Health Services** – Manage/coordinate all aspects of Testing, Reporting, Tracing & Tracking in coordination with CUNY mandatory Weekly and Random COVID-19 Testing Programs.
- **Human Resources** – Manage and assist all community members with protocols and reasonable accommodations.
- **Public Safety Protocols** – Manage all public safety regulations, including but not limited to compliance with building access requirements, visitor policy, etc.
- **Building and Grounds Operations** – Manage all B&G operations, including but not limited to HVAC systems, Hygiene, Cleaning/Disinfecting of Facilities, Space Setups, and Distribution of Campus Wide PPE.

After two weeks of operating under the safety practices outlined on this plan, liaisons will report back to the Coronavirus Campus Coordinator on how operations are working, with suggested revisions to the COVID-19 plan. The Coordinator, working with the COO's Office, and responsive to local health conditions, may then modify the safety plan if needed.



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Plan Structure

COVID-19 Planning Principles and Goals

Protect the health and well-being of every member of our community, guided by current Local Health Departments (City and State) and CDC guidance, in addition to complying with CUNY's established safety protocols and requirements.

Maintain planning and operational flexibility to adapt to the very dynamic nature of this global health crisis and associated guidance.

Grounded on the requirements and procedures outlined in **CUNY's Fall 2022 COVID-19 Guidelines** and continuing to build on demonstrated practices of the last four academic semesters, by maintaining safety protocols and operating procedures, as we move towards regular building density to support our BMCC Community.

COVID-19 Safety Protocols

- Vaccination Policy and Access Protocols
- Testing Policy and Access Protocols
- Visitor Policy and Access Protocols
- Transmission Rates Monitoring
- Contact Tracing, Isolation and Quarantine Guidelines
- Face Coverings
- Hand Washing & Sanitizing

COVID-19 Building Operations

- Ventilation Enhancement Layers
- Facility Modifications and Upgrades
- Cleaning and Disinfecting
- Shutdown Plan

Building Program

(Offered In-Person & Hybrid)

- Academic Program
- Student Services
- Athletic Program
- Cultural Program
- Admin. Functions
- Community Support

BMCC Fall 2022

COVID-19 Safety Protocols – Vaccination Policy and Access Protocols



- **Vaccination Mandate:** BMCC will continue to implement and enforce the student requirement to be vaccinated for COVID-19 for any in-person and hybrid courses and any other on-campus student activities, unless a religious or medical exemption has been approved by BMCC. Students will need to declare their vaccination status and upload their vaccination documentation via CUNYFirst prior to the start of classes for the fall term. BMCC will continue to facilitate during the fall semester, working closely with NYC DOH (Mobile Vax Vans on Campus) access to COVID-19 vaccines and booster, free and convenient.
- **Staff Voluntary Disclosure of Vaccination Status:** BMCC will continue to support and assist all staff members in uploading their vaccination documentation via CUNYfirst on a voluntary basis, avoiding mandatory participation in CUNY's weekly COVID-19 testing program.
- **Digital Vaccination Campus Access Pass (Cleared4):** For all CUNY Community members, the University has provided a digital tool (Cleared4), that validates your campus access based on your disclosed CUNYFirst vaccination status. Follow the instructions on the [Cleared4 registration page](#) to obtain a CUNY Access Pass, after declaring your vaccination status on CUNYFirst. The Cleared4 access pass is the most effective way of gaining access into any CUNY campus and BMCC facilities.
- **Daily Self Screening:** Before coming to campus, each member of the community is expected to monitor your symptoms, stay away from others if you feel sick, and get tested at a public testing site if you have any symptoms. CUNY safeCircle testing sites should not be used if you have symptoms.



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COVID-19 Safety Protocols – Testing Policy and Access Protocols

CUNY Testing Site



Fiterman Hall Cafe



- **Weekly Testing Program:** BMCC will continue to require a Negative PCR COVID-19 Test, performed at any of the CUNY COVID-19 Testing sites within the last 7 days, for all staff that cannot demonstrate proof of full vaccination, in order to enter any BMCC facility. This requirement also applies to any BMCC community member that has been granted a religious or medical exemption. All testing results will be managed via the Cleared4 Digital tool. Follow the instructions on the [Cleared4 registration page](#).
- **Random Surveillance Testing Program:** BMCC will continue to require all vaccinated community members to participate in this surveillance testing program as an effective tool to mitigate the spread of COVID-19. Campus access will be suspended for those that have been selected and are non-compliant within the identified testing window. All testing results will be managed via the Cleared4 Digital tool. Follow the instructions on the [Cleared4 registration page](#).
- **Anytime Testing:** CUNY continues to facilitate free testing for all CUNY community members at any of the CUNY COVID-19 Testing sites, regardless of vaccination status or previous participation in any of the mandatory testing programs. All testing results will be managed via the Cleared4 Digital tool, registration is required.
- **Student Athlete Testing:** All student athletes will be required to submit a negative PCR COVID-19 test, prior to returning to campus for Fall 2022. BMCC's Athletic department will coordinate the enforcement of this requirement.

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COVID-19 Safety Protocols – Visitor Policy and Access Protocols



- **Vaccination or Negative PCR Test:** BMCC will continue to require proof of vaccination or a Negative PCR COVID-19 Test, performed within the last 7 days, for anyone intending to enter any BMCC facility. Visitors requests from faculty and staff, will be managed via the BMCC Visitor Portal and require a minimum of 48hr to review and approve all relevant documentation, which will be processed via the **Digital Access Pass Cleared4**, registration is required.
- **Visiting Athletic Teams:** For safety protocols and updates regarding CUNY’s athletics programs, see the CUNY Athletic Conference Return to Sport Plan, which includes the requirement that all athletes produce a negative test before returning to campus for Fall 2022 semester.
- **Facility Rentals:** BMCC will continue to require proof of vaccination or a Negative PCR COVID-19 Test, performed within the last 7 days, for anyone intending to enter any BMCC facility. All documentation will be processed via the **Digital Access Pass Cleared4**, by using dedicated registration tags that will facilitate the management and control of uploads and approvals. Exceptions applicable, based on venue location and facility access logistics that can separate building populations.

BMCC Fall 2022

COVID-19 Safety Protocols – Transmission Rate Monitoring



- The **BMCC COVID-19 Dashboard**, <https://www.bmcc.cuny.edu/reimagining-bmcc/dashboard/> informed by the daily reporting of positive cases within the college community and integrated with the **CUNY COVID-19 Safety Tracker** database, which includes all positive test results from CUNY testing sites, will be one of the tools utilized to inform the COVID-19 University management team of the rate of positive infection in the College and the entire University system.
- BMCC will continue to monitor campus and community infection rates in consultation with CUNY Central Office leadership to determine the best course of action for additional safety protocols or scaling back campus activity, if necessary. Any decisions on shutting down particular buildings/areas within campuses, individual campuses, or multiple campuses, as appropriate, will be made by the Chancellery/COO's Office in consultation with local/State authorities.
- Campuses must have a shutdown plan in place to respond rapidly. Campuses should rely on previously developed shutdown plans and consult the Reclosing Protocols: CUNY's Guide for Safely Closing On-Campus Operations, for additional information on criteria for shutdown and shutdown protocols.

Most Recent Week (8/8/22 – 8/14/22)

Cumulative (8/25/21 – 8/14/22)

Affiliation Location	Positives #	Tests #	% of Positive Tests	Positives from Non-CUNY Sites*
Baruch College	2	185	1.10%	15
BMCC	8	242	3.30%	0
Bronx Community College	9	135	6.70%	0
Brooklyn College	3	231	1.30%	0
Central Office, RF, Other	3	208	1.40%	0
City College of New York	6	229	2.60%	0
College of Staten Island	4	163	2.50%	0
Craig Newmark Graduate School of Journalism	0	14	0.00%	0
CUNY Graduate School of Public Health	0	8	0.00%	0
CUNY School of Labor & Urban Studies	0	6	0.00%	0
CUNY School of Law	0	16	0.00%	2
CUNY School of Professional Studies	0	50	0.00%	0

Affiliation Location	Positives #	Tests #	% of Positive Tests	Positives from Non-CUNY Sites*
Baruch College	506	29,016	1.70%	640
BMCC	411	23,414	1.80%	289
Bronx Community College	220	12,132	1.80%	81
Brooklyn College	388	23,530	1.60%	175
Central Office, RF, Other	279	12,141	2.30%	60
City College of New York	501	21,797	2.30%	111
College of Staten Island	331	17,091	1.90%	214
Craig Newmark Graduate School of Journalism	24	579	4.10%	73
CUNY Graduate School of Public Health	10	764	1.30%	1
CUNY School of Labor & Urban Studies	13	515	2.50%	9
CUNY School of Law	35	1,181	3.00%	48
CUNY School of Professional Studies	57	2,444	2.30%	16

BMCC Fall 2022

COVID-19 Safety Protocols – Contact Tracing, Isolation and Quarantine Guidelines



CENTERS FOR DISEASE
CONTROL AND PREVENTION



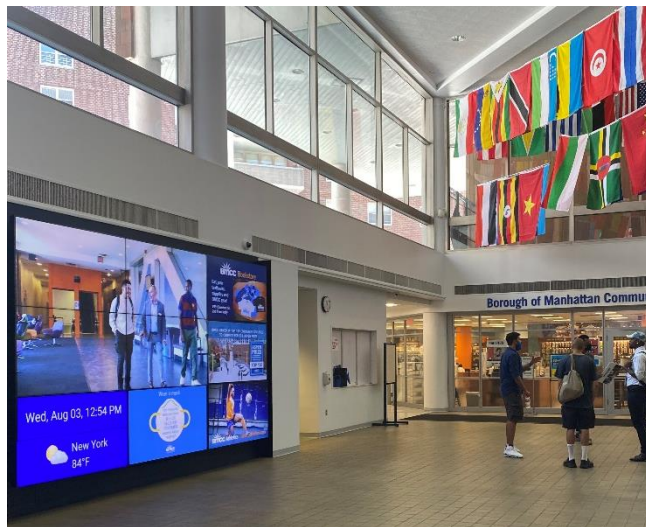
- BMCC will continue to aid in the identification of exposures, and notify close contacts, as appropriate, after being notified that someone in the campus has tested positive or been diagnosed with COVID19.
- Individuals who test positive for COVID-19 or have COVID-19 symptoms should isolate and notify their close contacts that they may have been exposed to COVID-19 and refer close contacts to the state or local health department website to learn about the steps they should take because of the exposure. If you experience symptoms consistent with COVID-19, avoid contact with others and get tested at a public testing site.
- BMCC will continue to follow the latest CDC guidance on isolation and quarantine. Any students, staff or faculty who test positive with COVID-19 or are exposed to someone with COVID-19 must follow these guidelines, prior to returning to campus. If you are required to isolate or quarantine, you must receive a negative test or doctor's certification prior to returning to campus. Test results will be accepted from CUNY testing sites or other licensed test providers.
- Guidelines if you are exposed to someone who has COVID-19 (guidelines depend on your vaccination status).
- Guidelines if you test positive for or are experiencing symptoms of COVID-19, regardless of your vaccination status.
- **Travel:** All individuals should follow the CDC travel recommendations before reporting to work or campus and notify their manager in advance of the travel dates and additional leave, should quarantine be required. Any students, faculty or staff engaging in official travel on behalf of CUNY must follow the latest approval requirements for domestic and international travel.

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COVID-19 Safety Protocols – Face Coverings



- **Masks** BMCC recommends (especially during high levels of transmission) wearing a mask when indoors around others to reduce transmission and risk of infection. At this time, CUNY will not require face masks during the fall semester, but will continue to support anyone who would like to continue wearing a mask in any setting at any time. Masks are available upon request at various locations throughout campus, including at Public Safety Entrance stations.
- Faculty, staff and students who are still not vaccinated are urged to continue to wear a mask. Mask requirements associated with isolation and quarantine as referenced in these guidelines (pg.10) remain in effect. Those who choose to wear a mask should continue to follow CDC guidance on acceptable face coverings.
- As part of BMCC educational campaign on the proper use of face coverings, the office of Public Affairs has developed training videos and signage to inform all community members (students/faculty and staff) on how to put on and take off face coverings.
- BMCC may still require employees to wear specific protective PPE masks due to the nature of their work. Employers must comply with all applicable OSHA standards



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COVID-19 Safety Protocols – Hand Washing and Sanitizing



- Touchless soap dispensers and faucets are available in every restroom on campus in addition to the reinstallation of Paper towel dispensers and the removal / disabling of hand dryers. Appropriate waste disposal containers have been placed as needed.
- Numerous hand sanitizing stations have been strategically installed around campus as a convenient and supplemental way of reducing the spread of germs. Hand washing is always recommended and more effective against the spread of germs. Sanitizing stations have been installed in computer labs, near restrooms, stairways and all building entry points.
- Hand sanitizing wipes, will be provided in all instructional and administrative spaces that require the use of equipment by multiple users, such as computer labs, science labs, research labs and all other spaces with similar functions. The availability of sanitizing wipes will allow the user to disinfect the equipment prior to and after use, reducing the spread of germs.
- As part of BMCC educational campaign on frequent and proper hand washing, the office of Public Affairs has developed instructional videos and signage to encourage all community members (students/faculty and staff) to wash their hands frequently for at least 20 seconds and to use hand sanitizer when convenient.

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COVID-19 Building Operations – Indoor Air Quality Enhancement Layer 1 (Centralized Filtration)

Filter Replacement Process at BMCC's AHUs

Video Production demonstrating process of regular filter changes at Main Campus, which meet and exceeds current CDC and ASHRAE recommendations in regards to air filtration for reducing the risk of spreading COVID-19. This comprehensive video on our layered approach to Improving Indoor Quality is available on our Reimaging Website as part of our communication campaign on COVID operations.



MERV Ratings Range

From 1 = Least Efficient to 20 = Extremely Efficient

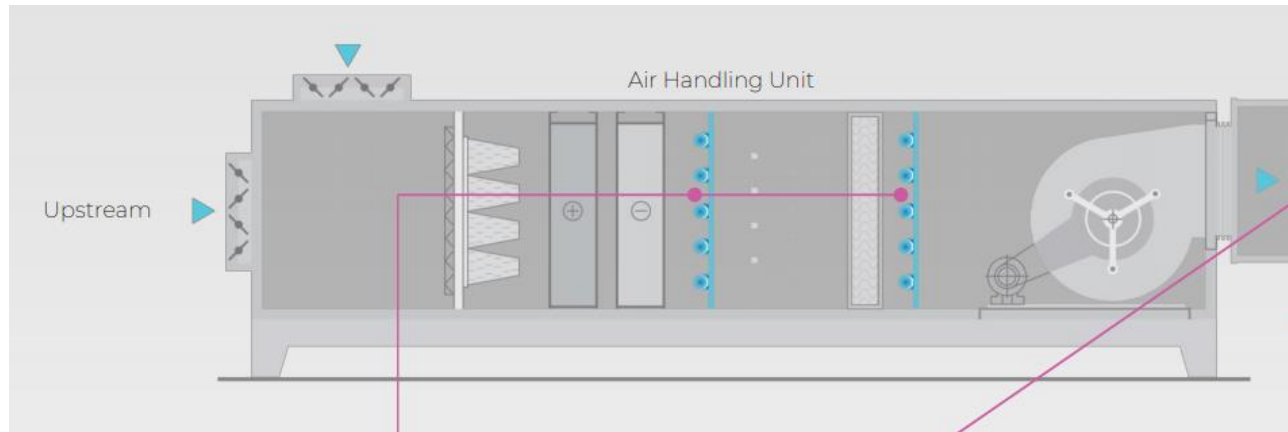


lower ← EFFICIENCY → higher



lower ← COST → higher

Filtration @ BMCC



Germicidal UVC Light System @ BMCC's AHUs

- UVC has been used safely in hospitals since the 1950's to deactivate airborne pathogens
- Increases the buildings RESILIENCE against transmitting diseases through the ventilation system and amplifying them by allowing them to breed on the wet and dark cooling coil. This is supported by the ASHRAE Airborne Infectious Disease Position Document of 2014 and renames Airborne Infectious Aerosols in April 2020.
- Increases the buildings SUSTAINABILITY by keeping the cooling coils disinfected and clean. This provides optimal heat transfer and static loss across the cooling coil, reducing energy usage and fan horsepower required to meet load requirements.
- Increases the overall AIR QUALITY of the building immediately up start-up.

Strategies to Increase Volume of Outside Air

- Implementation of Temporary SOP to increase the amount of Outside air in the building to provide the BMCC community as safe an environment as possible, this temporary Standard Operating Procedure will be followed on days when the building is open and monitored thru the use of daily logs.
- Repair of classroom previously sealed shut windows at Main Campus classroom for safe operation and added ventilation flexibility.



Environmental, Health, Safety,
And Risk Management

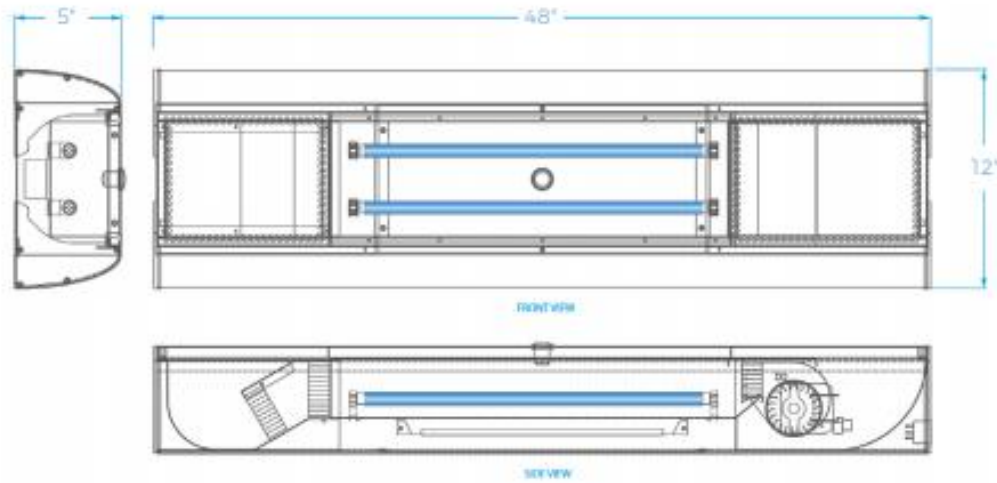
Borough of Manhattan
Community College
The City University of New York
www.bmcc.cuny.edu

199 Chambers Street
New York, NY 10007
(212) 220 - 8014

Temporary Standard Operating Procedure – COVID19 Fiterman Hall

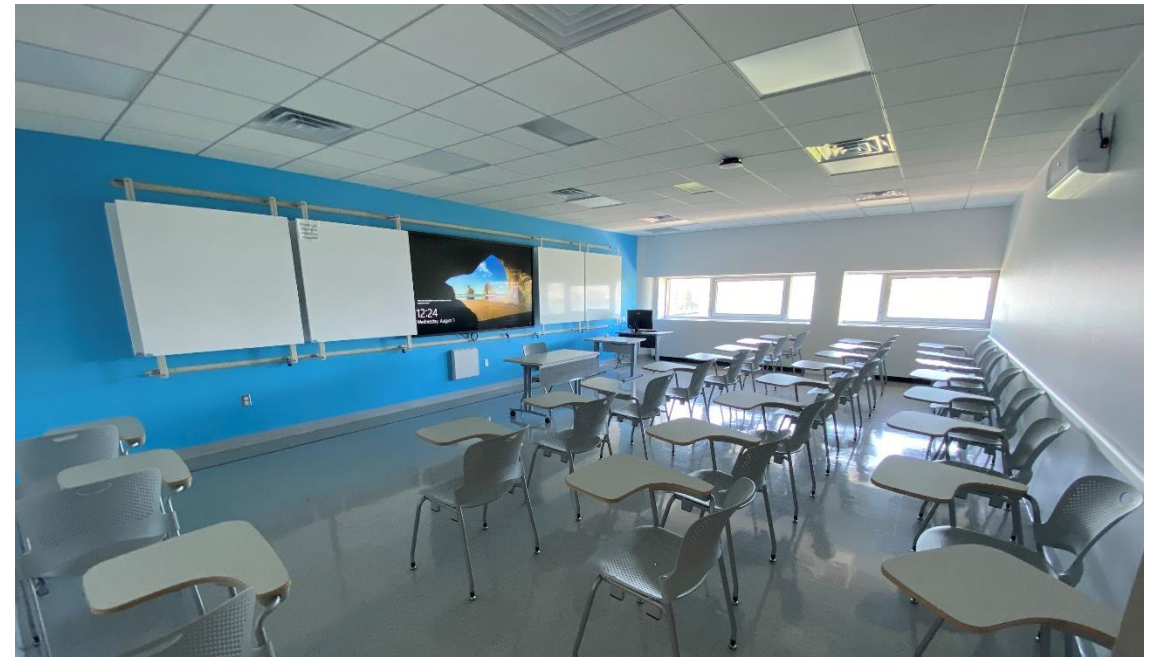
PURPOSE: To increase the amount fresh air in the building to provide the BMCC community as safe an environment as possible, this temporary Standard Operating Procedure will be followed on days when the building is open:

1. Between the hours of 3 PM and 6 AM the engineering staff will operate all air handling units with the outside air bypass damper set to 100% for a minimum of 6 hours.
2. To protect the college community and the building infrastructure, this procedure will be adjusted if:
 - a. The outside air temperature is below 45°F
 - b. The outside air temperature is above 80°F
 - c. The relative humidity of the outside air is greater than 50%
 - d. When it is raining (to avoid damage to the air filters)
 - e. There is an air quality alert for hazardous atmospheric conditions
 - f. There are adverse outside air conditions such as smoke from a nearby building fire, odors from nearby construction activities, or a heavy dust condition
3. It may be determined through operating experience that these conditions may need to be changed, or new conditions added. If so, this procedure will be altered accordingly.
4. The engineering staff will keep a daily log on the attached form indicating:
 - a. If this procedure was followed or
 - b. If the procedure was not followed and the reason why
5. The Chief Engineer will email a copy of the completed log every Monday to the EHS Officer (mspath@bmcc.cuny.edu) copying the Chief Administrative Superintendent (elugo@bmcc.cuny.edu) and AVP of Facilities and Planning (jyafar@bmcc.cuny.edu) .



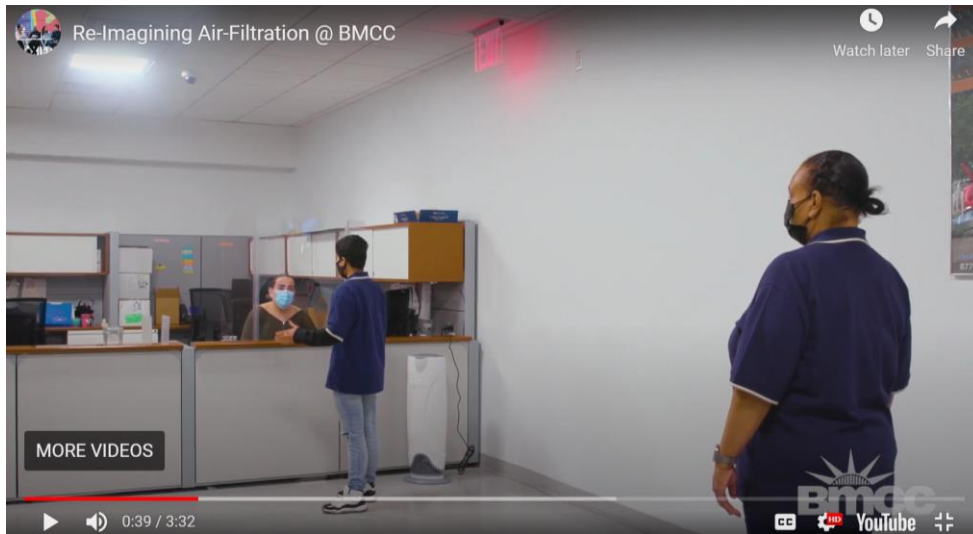
UVC Type A (Aurora UV Air Fan)

- Wall mounted units deployed in all classrooms without operable windows to increase the level of air disinfection in the classrooms.
- Safe and quiet continuous operation in occupied classrooms (44 db).
- Effective and Efficient with minimal maintenance.



UVC Type B (rZero Air Disinfecting Unit)

- Are deployed in office spaces that are continuously occupied, are public facing, and have multiple people working there.
- Have an inner and outer casing to contain the UVC light.
- The fan draws air into the canister at the bottom, it passes through the UVC light, and then exits disinfected through the top.
- Require little maintenance, screens and lamp canisters replacement only.



Doesn't capture. Kills.

Arc Air doesn't just filter pathogens and contaminants from the air, it destroys them. Most HEPA and other filters capture germs but don't kill them.

Disinfects the air you breathe. 2x in 1 hour.

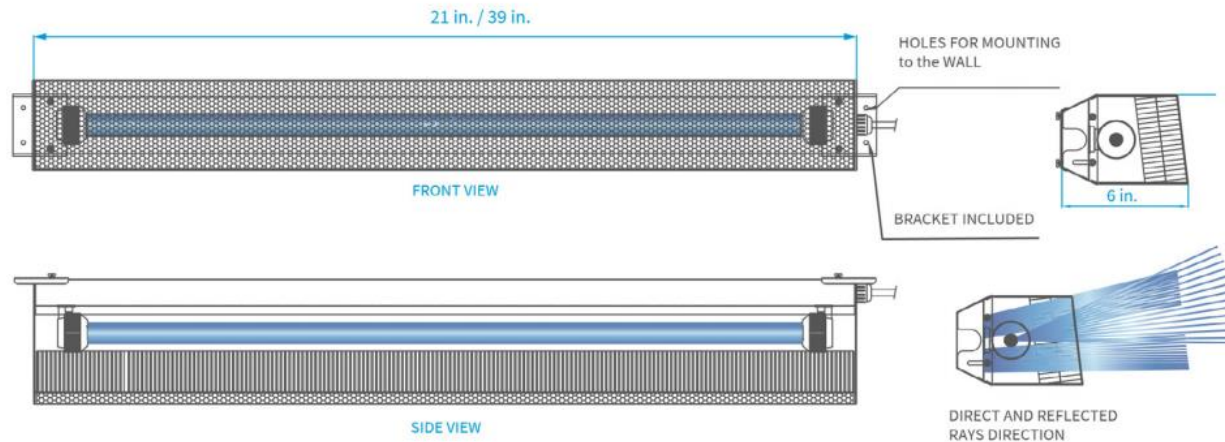
Arc Air disinfects a 500-sq.-ft. room in less than 30 minutes. It changes your air up to 2 times an hour.

FDA-Cleared.

In between high-power disinfection cycles with Arc, Arc Air is another layer of protection from pathogens while spaces are occupied.



TECHNICAL DRAWINGS



UVC Type C (Cloud – UV Upper-Air Disinfection)

- Ceiling mounted and deployed in large gathering areas with potential for prolonged interaction, providing a continuous disinfection of the upper air column within the space.
- Uses natural convection motion of the air in the room, creates a disinfecting layer of UV light safely above occupants in the room
- Effective and Efficient with minimal maintenance.



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COVID-19 Building Operations – Indoor Air Quality Enhancement Layer 4 (In-room UVC Disinfection Type D)

UVC Type D (Whisper – UV Air Fan In Room)

- Ceiling Mounted and deployed in small spaces with concentrated occupancy, such as elevators and restrooms.
- Can reduce significantly the risk of exposure in confined spaces such as elevators, allowing increased capacity in elevator cabs, eliminating the need for physical distancing restrictions
- Elevators are a critical component of our vertical transportation system in effectively and efficiently managing the flow of occupants within our vertical campus.
- Proven UV light reduces up to 99.9% in contaminant load.
- 24 hours continuous operation time, in occupied and non-occupied spaces.
- 18,000 hours ozone-free pure quartz 254nm UV-C lamps.





UVC Type E (Arc – Surface and Air Disinfection)

- Use to disinfect both Air and Surfaces in Classrooms.
- Only used when the room is un-occupied and as part of the cleaning and disinfecting protocols at the end of the workday.
- Used only by trained facilities custodial team members equipped with adequate PPE as recommended by the unit manufacturer.
- Have full 360-degree motion sensors to turn off the unit if someone accidentally enters the space.
- Can disinfect an average sized classroom in 6 minutes.
- Each room has been evaluated to determine how long the cycle must be to deliver the required energy and if the space requires the unit to be put in multiple locations to cover the space.
- Have been tested with UVC indicators to determine the proper cycle time has been used.



Classroom Renovations and Upgrades

- BMCC embarked on a renovation campaign to improve the distribution of ventilation within a critical set of classrooms by replacing the original inefficient light fixture/air distribution system with industry standard ceiling supply and return grilles. At the same time these ventilation improvements have offered the opportunity to improve overall lighting distribution and significantly reduce energy consumption. In the past 24 months, the B&G staff has completed over 60,000sqft of this type of renovations.
- Classroom upgrades have also been performed to increase classroom area and capacity by combining two small classrooms (>400sqft) into one functional and flexible larger classroom (900sqft) with improved ventilation, lighting and technology that can support a variety of instructional modalities, including hybrid and high flex.

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COVID-19 Building Operations – Cleaning and Disinfecting



- BMCC's Environmental Health and Safety Officer has developed and constantly reviews the list of cleaning and disinfecting supplies that have been deemed effective against the spread of COVID by the EPA. All cleaning and sanitizing purchases must be review and approved by BMCCs EHS officer prior to issuance of Purchase Order. The Buildings and Grounds team in collaboration and coordination with the EHS officer will continue to adhere closely to recommendations by the CDC and NYSDOH in regards to cleaning and sanitizing protocols.
- BMCC is using UVC technology to effectively and efficiently disinfect all surfaces as part of our after hours cleaning protocols, please refer to Ventilation UCV type E for additional information.
- UVC Technology has been deployed in all escalators to constantly sanitize the hand rails, allowing user to hold on with confidence. Relevant signage has also been deployed to convey this message.
- Deep cleaning of restrooms using touchless Kaivac units will be performed on a daily basis, after hours.
- All custodial team members will be provided with adequate PPE on a daily and as needed basis, including but not limited to disposable gloves, eye protection and face coverings.
- According to the latest CDC guidance, although possible to spread infection thru surfaces In most situations, the risk of infection from touching a surface is low. The most reliable way to prevent infection from surfaces is to regularly wash hands or use hand sanitizer.



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COVID-19 Building Operations – Shutdown Plan (Criteria)

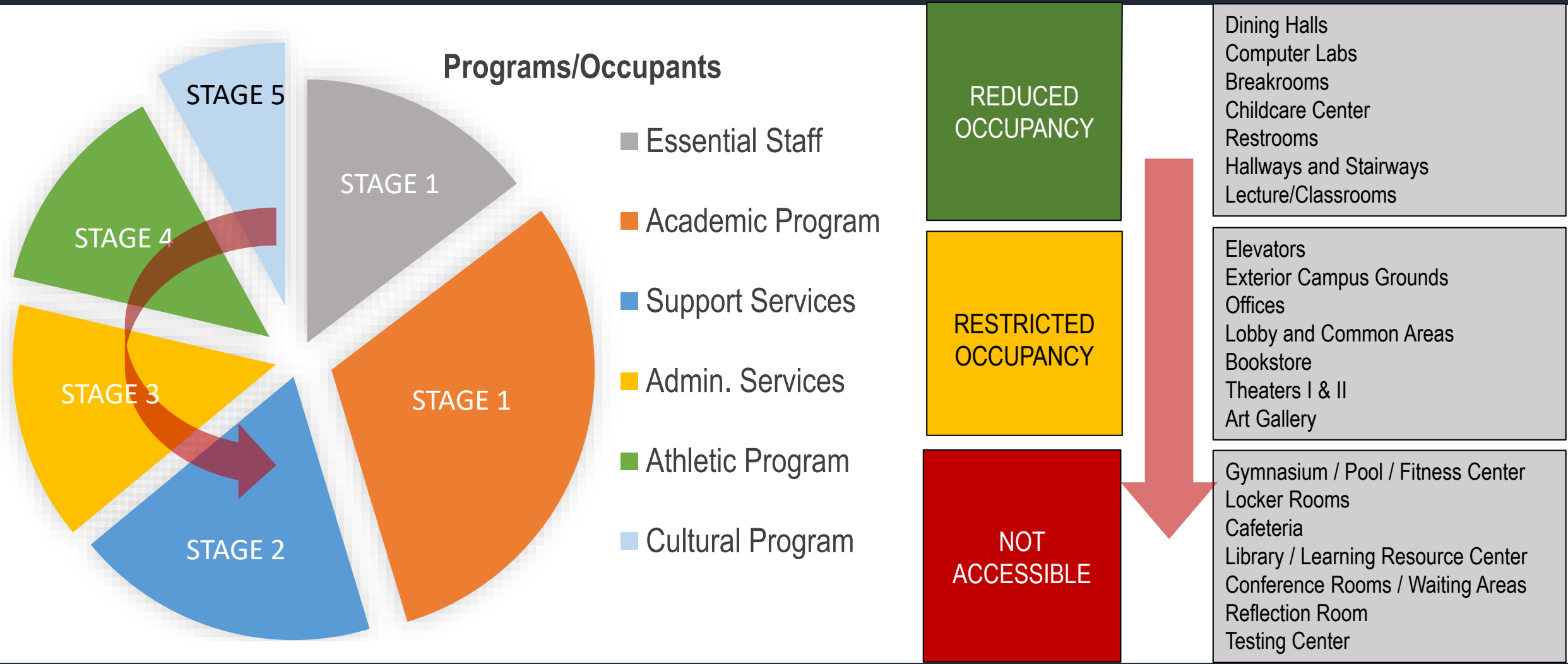
Circumstances that may Warrant Shutdown:

The Chancellery/COO's Office and the BMCC Coronavirus Coordinator, Liaisons and COVID-19 Committee, will monitor a range of internal and external criteria when assessing whether a ramp down or closure of campuses is required. CUNY Central Office will consult with campus leadership to determine the best course of action for additional safety protocols or scaling back campus activity, if necessary. Any decisions on shutting down particular buildings/areas within campuses, individual campuses, or multiple campuses, as appropriate, will be made by the Chancellery/COO's Office in consultation with local/State authorities. External monitoring criteria should 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 the greater public with COVID-19 protocols (e.g., group gatherings, social distancing)
- Reclosing status of neighboring universities
- Internal monitoring criteria should include:
 - Spread of infection on campus (i.e. via data reported by Campus Coronavirus Liaisons and surveillance testing programs – metrics on current caseload, new flu-like symptoms, rate of spread).
 - Status of resources and infrastructure to combat contagion on campus (e.g. University health system capacity, PPE resources, testing & tracing resources).
- BMCC's internal monitoring will be informed by the surveillance testing program and the requirement for students and faculty/staff to self-diagnose/report symptoms.
- BMCC will monitor health conditions using the criteria above and look for warning signs that infection may be increasing.

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COVID-19 Building Operations – Shutdown Plan (Reversed Phasing Sequence)



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COVID-19 Building Operations – Shutdown Plan (Guidance)

Ramp Down Guidance

BMCC has prepared a “reverse engineered” phasing plan and procedures to close particular buildings/areas within campuses, or to close campus-wide if necessary, and return to essential service and workforce restrictions. Depending on the necessary level of ramping down of in-person activities, the following procedures will be activated:

- 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 non-essential staff. This includes readiness to deploy targeted distance learning modalities if necessary due to targeted shutdowns of particular buildings/areas impacted by COVID-19.
- Communications plans in place to address questions from students, faculty and staff.
- Managers of staff who are not able to remotely perform all of their job duties, will 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).
- 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 should be limited to the extent possible. Access to impacted areas will be limited and by appointment only.
- Establish protocols for ramping down research and moving to remote work. The protocols will follow Research Continuity guidance on the Guidance on Academic Continuity to Campuses page.

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Distance Learning Guidance

At the initiation of CUNY-wide or campus-wide closure, BMCC will begin fully online programs and courses. Faculty, students and staff should be prepared to operate in full distance education mode until such time as a decision to reopen is made:

- BMCC will draw on our earlier experience in which 95 percent of course sections were converted to distance learning instruction, and 95 percent of faculty and staff worked remotely.
- Distance learning, and student support services will be provided remotely, including mental health counseling, advisement; library, enrollment management, and career engagement services; student life, development; and inclusion programming.
- Deliver distance education in accordance with the regulatory requirements provided by the Middle States Commission on Higher Education (MSCHE) (including responding to all mandatory requirements such as the MSCHE Annual Institutional Update), and the New York State Education Department (NYSED). Refer to the Guidance on Academic Continuity to Campuses page, section on 'Accreditation and Regulatory Issues' for details.
- Specific programs, such as those requiring on-site skills assessment or campus laboratory access to meet licensing or accreditation requirements that require interim campus access to support critical programming will be allowed to request approval by the president or dean and be subject to the social distancing provisions.
- In cases where the course's learning outcomes cannot ultimately be achieved via distance learning and cannot adhere to social distancing requirements, the courses could resume once the closure is lifted, at which time faculty and students would work to make up for lost time. Given the circumstances, students could also opt to withdraw from the course, or receive a grade of incomplete if appropriate. For in-progress continuing education courses, BMCC will communicate options available to students who decide to drop or cannot continue with coursework.

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Technology Platforms, Tools & Resources for Distance Learning:

Depending on the necessary level of ramping down of in-person activities, the following technology resources and tools will be activated:

- BMCC will continue to support professional development opportunities for faculty and staff on effective online teaching and provision of remote student support services.
- BMCC will made available tablets and laptops for students who need it in order to continue to fully participate in distance learning. Students will be encouraged to take advantage of current offers by cellular carriers and internet service providers to provide free in-home broadband and mobile hotspot services.
- CUNY's academic systems, including its learning management platform Blackboard and Cloud collaboration tools Microsoft Office 365 for Education and Dropbox and EAB Navigate, can be helpful ways to deliver academic instruction in a remote/online manner.

Academic Policies and Requirements

The section on Academic Policies, Requirements, and Deadlines in the [Guidance on Academic Continuity to Campuses](#), provides up to date guidance during shutdown scenarios on:

- Grade Policy
- Student Progress and Discipline
- Graduation
- Admissions Policy.

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Support for Specific Populations: Equity and Inclusion:

Depending on the necessary level of ramping down of in-person activities, the following resources and tools will be activated:

- BMCC will offer mental health and wellness services to students via tele-counseling and tele-health in a manner consistent with services provided on campus under regular circumstances. Establish whether these may need to be scaled up to meet increased demand.
- Determine academic policies for Student Veterans, National Guard & Reservists who may face difficulty in completing their studies if called to active duty.
- Meet the needs and ensure accommodation for students with disabilities.
- Offers and support a variety of University-wide guides and tutorials to faculty members to help make their online content accessible to students with disabilities.
- CUNY Start/Math Start, CUNY Language Immersion Program (CLIP), and the Adult Literacy Program should once again move their instruction online.
- For more detail, refer to the Student Success, Equity & Inclusion section of CUNY's [Guidance on Academic Continuity to Campuses](#). (OAA Continuity)

Fees, Financial Aid and Other Types of Support

BMCC in coordination with Central, will provide additional support to students in the event of another shutdown. The [Guidance on Academic Continuity to Campuses](#), Financial Aid and Other Types of Support section and Student Payment Modifications section, provides up to date guidance during shut-down scenarios on:

- Financial Support, Student Activity Fee Policy, Student Payment Modifications.

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Continuity for Staff and HR Issues:

BMCC leadership will determine which personnel are needed on campus. Essential personnel are defined as anyone whose job function is essential to the effective operation of their agency or authority, or who must be physically present to perform their job, or who is involved in the COVID-19 emergency response. There are many employees who have been deemed essential, but whose jobs can and will be performed remotely, if so authorized by their supervisor. It is important to note that as we navigate this emergency, the members of our campus communities who can be expected to be classified as essential employees may shift over time, depending on campus, University, city, and state needs. The following will be considered during a necessary scaling down of in-person activities on campus:

- BMCC will consult with the University on an extension of the notification deadline for reappointments and non-reappointments of adjuncts and non-teaching adjuncts, and adding provisions as agreed with PSC (e.g. allowing full-time faculty and adjuncts to hold office hours through distance technology). Refer to the [Guidance on Academic Continuity to Campuses](#), section on Shared Governance and HR Issues, for details.
- It is important to remember that only supervisors have the authority to determine if an employee can telecommute. Therefore, it is essential that all supervisors and department heads, whether they work on the teaching or non-instructional faculty or professional staff, on a campus or at CUNY Central, maintain a steady and open line of communication with their teams to ensure that expectations are communicated in a clear manner. As circumstances are subject to change on the ground, the presidents and deans may change the composition of those employees designated essential to meet the academic and operational needs on our various campuses.
- If needed, a full conversion to distance education is intended to dramatically reduce the density of the City and CUNY campuses. To maximize the number of employees who could telecommute or otherwise significantly limit their time on campus, campuses should once again implement flexible work arrangements, even extending them to many employees whose services have been deemed essential. These guidelines have the goal of minimizing faculty and staff exposure to the virus and maximizing social distancing as part of community mitigation strategies set by the CDC. Some of the remote work accommodations include: flexible scheduling, telecommuting, staggered work shifts and condensed workweeks.

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Communications:

In the event that the University may be required to scale back on-site operations or reclose a building, a campus, or the university, BMCC's communications will include:

- Information with staff, students, and faculty without increasing fear and stigma.
- Communicating steps being taken to prepare and how additional information will be shared.
- Communicating changes to campus schedules or functions, and any resources to help the community adjust to new campus behaviors.
- Communicating information students/faculty/staff can use to protect themselves from infection, and the actions taken by the University to mitigate the spread of COVID-19 (e.g., disinfection routine, health policies for staff, and health & safety measures in place).
- Establishing formal and informal routes of communication for students/faculty/staff to express concerns, questions, comments, and feedback.

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