

Graduate Center Policies for Reactivating on Campus Activities and Operations

Introduction:

The Coronavirus pandemic has altered our lives, including how we at the Graduate Center will work together over the coming months to continue to pursue our mission of fostering advanced graduate education, original research and scholarship, innovative university-wide programs, and vibrant public events that draw upon and contribute to the complex communities of New York City and beyond. Throughout the pandemic, our students, faculty and staff have worked tirelessly to support each other and the greater CUNY and New York City communities to tackle the evolving challenges emerging and the pivot to remote learning, research and work. We also thank our exceptional essential personnel, who have maintained our beautiful campus building and kept the facility staffed during these unprecedented times, and who we will continue to do all we can to keep them healthy and safe.

As a publicly supported research institution and post-graduate university located in the heart of Midtown Manhattan, and at the pandemic's first epicenter the United States of America, we have established policies and guidelines for our students, faculty, staff, vendors and facility users that are focused on:

- Prioritizing everyone's health and safety and implementing multiple approaches to minimize the risk of infection for all those working at the Graduate Center, and;
- Monitoring and responding to local health metrics to inform decisions to increase or decrease campus activity and occupancy, and;
- Being equitable, fair, and transparent with our policies, guidelines, and decisions, and;
- Supporting first responders, contract tracers, and our local communities in containing outbreaks.

The following reactivation plan has been developed with the goal of keeping the Graduate Center and local community safe, using a phased approach to increasing on-campus activities that complies with federal, state, city, and CUNY policies and guidelines. Recognizing that our students, faculty and staff are our most important assets, the Graduate Center is committed to providing a safe and healthy campus for all members of our community. Our priority is to enable all to learn, research and work in the safest place possible, recognizing that the parameters may vary depending on each individual's responsibilities and situation. We recognize that the threat from COVID-19 is not over. It continues to affect our community in different ways, including how, when and where many of are able to conduct our work, engage in research and come together.

The Graduate Center reactivation guidelines, CUNY Guidelines for Safe Campus Reopening, and state-issued industry guidelines have been reviewed by the Interim Senior Vice President for Finance and Administration, Brian A. Peterson, the Interim Senior Vice President and Provost, Julia Wrigley and President Robin Garrell. Interim

Senior Vice President for Finance and Administration, Brian A. Peterson will act as the Coronavirus Campus Coordinator, with responsibility to ensure continuous compliance with all aspects of this plan.

Our campus reactivation plan includes multiple precautions to protect the health and safety of everyone at the Graduate Center and limit the risk of infection, including social distancing, restricted building access, occupancy limits, staggered work schedules, required PPE, and cleaning and disinfecting protocols. The Graduate Center will also seek disclosure of COVID-19 symptoms or probable contact by personnel and students coming to the campus.

It is important to note that returning to work on campus as of August 2020 is completely voluntary for any non-essential personnel and visitors are not permitted on campus at this time. All meetings, public programs and campus-sponsored events will be conducted virtually until further notice.

If there is reason to suspect increased risk to community safety or health, the Graduate Center will revert to an earlier phase, or make specific, localized adjustments to reduce further risk. The Graduate Center reserves the right to modify this plan based on emerging medical standards or changes to CUNY, city, state, or federal policies and regulations.

Summary of Graduate Center Policies for Reactivating Campus Operations

Higher Education is part of New York State Forward's Phase Four of re-opening for New York City, which began on June 8, 2020. The Graduate Center's plan for reactivating campus operations and activities adheres to state and CUNY guidelines and sets policies for screening, physical distancing, personal protective equipment, hygiene, cleaning, disinfecting, and communication.

The Graduate Center's Coronavirus Campus Designees as per CUNY Guidelines:

- Coronavirus Campus Coordinator:
 - **Brian A. Peterson**, Interim Senior Vice President for Finance and Administration
- **Coronavirus Campus Liaison:**
 - **David Boxill**, Executive Director of Human Resources
- **Campus HR Point of Contact:**
 - **Kaleema Ceasar**, HR Generalist (employee reporting)
 - **Geraldine Powell**, HR Generalist (employee reporting)
- Graduate Center Campus Screeners:
 - **Albert Bregendahl**, Sargent, Public Safety and Security
 - **Annette Gray**, Executive Director and Associate Dean for the Sciences, Advanced Science and Research Center (ASRC reporting)
 - **Cheryl Holder**, Sargent, Public Safety and Security
 - **Matthew Schoengood**, Vice President for Student Affairs (student reporting)

- Coronavirus Campus Communications Coordinators:
 - **Wendy DeMarco Fuentes**, Vice President for Communications and Public Affairs
 - **Bonnie Eissner**, Director of Communications
- Coronavirus Campus Facilities Coordinator:
 - **Charles Scott**, Director of Facilities Services

Communications Plan

Members of the Graduate Center community are kept apprised of current conditions via email, the Graduate Center's website and community meetings. The Graduate Center's communication plan includes:

- A Campus Emergency Planning Committee. Chaired by the President, and comprised of senior staff, the Emergency Planning Committee (EPC) meets 2-3 times per week to review COVID-19 conditions, University and Campus policies and issues, and to coordinate work and communications across divisions and departments.
- The Graduate Center's [COVID-19 and Reactivation Planning](#) Committee. Chaired by the Interim Senior Vice President for Finance and Administration, the Campus Reactivation Committee, and comprised of students, faculty, staff, representatives from the Union and CUNY TV provides feedback and input on the Graduate Center's reactivation plan. The Committee also provides ongoing feedback on issues related to ongoing campus operations, the impact of COVID-19 on the campus community, and ensures engagement and transparent communications.
- Meetings with the Council of Executive Officers, the Graduate Council, Academic and Administrative Departments, representatives from the Doctoral and Graduate Student Council (DGSC), representatives from the Professional Staff Congress (PSC) occur regularly and as requested by Graduate Center Community members.
- The Graduate Center's [COVID-19 and Reactivation Planning website](#) provides current information about the status of campus operations during the COVID-19 pandemic.
- Community messages are sent via email to the entire Graduate Center community (faculty, staff, and students) regarding updates, policies and status changes.
- Community messages are reinforced on social media, if appropriate, and posted on the COVID-19 and Reactivation Planning website.
- The Graduate Center's Working Remotely Staff Survey. This survey was sent July faculty and staff on July 23, 2020 to solicit feedback on how they can be supported during the period of working remotely and to plan for the phased return of campus operations.
- [COVID-19 Updates and Resources Brief](#). The COVID-19 Updates and Resources Brief, published Monday and Wednesday, provides recent COVID-19 statistics for

New York City as well as links to COVID-19 related content relevant to the Graduate Center, CUNY, New York City, New York State, U.S/Federal Government, Higher Education and Online Learning.

- [GC Online](#). GC Online is a resource developed for faculty who are teaching online. It offers broad guidance for a range of pedagogical approaches and support for online instruction.
- Signs (print and digital) throughout the facility reminding community members of proper hygiene, social distancing measures, acceptable use of required PPE, as well as cleaning and disinfecting protocols.
- Signs (print) posted on the doors to enter the building communicate the Graduate Center's building entry policy, social distancing guidelines, and reminders of properly wearing a mask and proper hygiene.

Copies of the Graduate Center's reactivation plan will be available on the Graduate Center's COVID-19 and Reactivation Planning website.

Compliance:

The Graduate Center is committed to preserving the health of the community in which we live and work, and the safety precautions adopted at the Graduate Center to respond to the COVID-19 pandemic apply to everyone equally.

A culture of safety also requires vigilance, monitoring, effective structures for reporting concerns and corrective action for non-compliance. Each Graduate Center student, faculty and staff member will be expected to comply fully with the policies, protocols and guidelines in place at the Graduate Center.

As the Graduate Center prepares to start its phased, gradual reactivation of campus operations, compliance communications will be developed to frame expectations for all students, faculty and staff around full compliance with policies, protocols and guidelines from CUNY and the Graduate Center.

Students, faculty and staff will be provided with guidance on reporting that includes:

- What to do if you observe that health and safety rules are not be enforced appropriately or fairly;
- How to discuss concerns with your supervisor;
- How, if non-compliance persists, how to contact Human Resources or report the violation anonymously.

Phased Plan for Re-Engagement and Return to Campus Activity

The Graduate Center will resume campus activities in a phased approach. As we begin to return to campus, we must be ready to provide as safe an environment as possible for our community members as we move through the phases of re-engagement and campus activities.

The Graduate Center's Five-Phased Plan has been designed to not only scale forward, but to scale back should the Graduate Center have to reduce operations or close in

the event of an outbreak on campus or, if COVID-19 conditions worsen in the region and tighter operational restrictions are put in place by New York State or New York City.

The timelines for the semesters noted in the phase summaries on the following pages are tentative. Moving from one phase to another, whether forward or back, is subject to the joint approval of the President, the Provost and Senior Vice President and the Senior Vice President for Finance and Administration and includes the consultation with the Office of the Executive Vice Chancellor and Chief Operating Officer at CUNY Central.

Until the Graduate Center enters Phase 5, to minimize risk to the entire community, any student, faculty, staff, contractor/vendor, reporting to The Graduate Center during any phase of the reopening should limit the number of spaces visited and the time spent within those spaces.

The Graduate Center will require all entering the building to provide daily reports of spaces visited and persons they interacted with at The Graduate Center in case contact tracing is required, or COVID-19 notifications need to be distributed to targeted individuals.

The outline of each phase starts on the next page.

| Phase 1 | | |
|--|--|----------------|
| Description | Occupancy | Timeline |
| Essential operations and preparations for Phase 2 only. No-onsite instruction, programming, academic/administrative support services. All student and academic/administrative support functions provided remotely. | Up to 5% of building capacity | Current Status |
| <p>In addition to essential personnel reporting for critical operational tasks and/or urgent facility matters, limited personnel may report on site to prepare spaces for phased reopening. This includes general facility maintenance and site safety checks, supply checks, shipping/receiving, accounting, purchasing, and administrative tasks that cannot be done remotely.</p> <p>All faculty and staff should continue to work remotely during this phase, unless a job-related essential task must be completed onsite. If so, absent an emergency, supervisory approval must be obtained and the plan/schedule reported to John Flaherty (jflaherty@gc.cuny.edu) at least 24 hours in advance, for approval.</p> <p>Limited personnel may, by appointment, come to campus to pick up materials needed to complete work remotely. Reporting personnel must be authorized for access to the Graduate Center.</p> | | |
| Item | Phase 1 Status | |
| Essential Employees | On-Campus | |
| Faculty and Staff | Remote | |
| Students | Remote | |
| Contractors/Vendors | Restricted: Approval necessary from SVP Finance & Administration | |
| CUNY TV | Remote | |
| Classes and Seminars | Remote | |
| Public Programming, Non Degree Programming | Remote | |
| Student Clubs, Groups, Organizations (Extracurricular) | Remote | |
| Student Facilities (Library, Computer Labs, Labs, Lounges) | Closed | |
| Classrooms, Seminar/Thesis Rooms, Conference Rooms | Closed | |
| Child Development and Learning Center | Closed | |
| Department and Public Lounges | Closed | |
| Dining Services and Pantries | Closed | |
| Use of Off Site Catering Services/Food Delivery | Prohibited | |
| University Sponsored Academic and Business Travel | Suspended (CUNY) | |
| CUNY Sponsored Student International and Domestic Travel | Suspended (CUNY) | |
| Daily Wellness Checks | Required | |
| Mask Usage | Required | |
| Physical Distancing Requirements (Minimum 6 feet) | Required | |
| Elevator Capacity Passenger | 1 | |
| Elevator Capacity Freight | 2 | |
| Stairwells (Ascending & Descending) | Closed | |
| Guests | Not allowed on campus | |

| Phase 2 | | |
|---|--------------------------------|--|
| Description | Occupancy | Timeline |
| Ramp up of critical, time sensitive Graduate Center operations that pose minimal risk of infection to personnel. Preparation for Phase 3. | Up to 15% of building capacity | Approval necessary from CUNY and GC President. Projected Phase 2 Status: Fall 2020 |
| <p>Timeline: The semester noted in the timeline is tentative and subject to approval of the President, the Provost and Senior Vice President and the Senior Vice President of Finance and Administration and consultation with the Office of the Executive Vice Chancellor and Chief Operating Officer at CUNY Central.</p> | | |
| <p>Occupancy restrictions will be in place (maximum):</p> <ul style="list-style-type: none"> • Interior offices and laboratory rooms: 1 person per room. • Open-plan offices: 1 person per 4-desk cluster, with at least 8 feet distance from another person in any other shared cubical. • Shared, closed-door offices: 1 person. <p>To limit interaction, all space usage will be subject to staggered schedules. Open-plan office spaces are subject to occupancy time limits. When scheduling shared space, a minimum of one hour (60 minutes) between occupants to allow for air circulation and cleaning is required.</p> <p>Faculty/Researchers may begin to return to campus to complete research that cannot be done remotely, on a schedule coordinated with their supervisor according to plans approved by Graduate Center leadership. The most urgent and critical experiments should be prioritized, for example, research that is time sensitive because of:</p> <ul style="list-style-type: none"> • Seasonality • Approaching deadline (contract, grant deadline/ending, article resubmission) • Graduate student nearing completion of their degree • Externally funded research <p>Faculty and staff should continue to work remotely during this phase, unless a job-related essential task must be completed onsite. If so, absent an emergency, supervisory approval must be obtained and the plan/schedule reported to John Flaherty (jflaherty@gc.cuny.edu) at least 24 hours in advance, for approval.</p> <p>Limited personnel may, by appointment, come to campus to pick up materials needed to complete work remotely. Reporting personnel must be authorized for access to the Graduate Center.</p> | | |
| Item | Phase 2 Status | |
| Essential Employees | On-Campus | |

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| Faculty and Staff | Restricted: Open only to those unable to work remotely or essential to preparation for Phase 3 |
| Students | Remote |
| Contractors/Vendors | Restricted: Approval necessary from SVP Finance & Administration |
| CUNY TV | Remote |
| Classes and Seminars | Remote |
| Public Programming, Non Degree Programming | Remote |
| Student Clubs, Groups, Organizations (Extracurricular) | Remote |
| Student Facilities (Library, Computer Labs, Labs, Lounges) | Closed |
| Classrooms, Seminar/Thesis Rooms, Conference Rooms | Closed |
| Child Development and Learning Center | Closed |
| Department and Public Lounges | Closed |
| Dining Services and Pantries | Closed |
| Use of Off Site Catering Services/Food Delivery | Prohibited |
| University Sponsored Academic and Business Travel | Suspended (CUNY) |
| CUNY Sponsored Student International and Domestic Travel | Suspended (CUNY) |
| Daily Wellness Checks | Required |
| Mask Usage | Required |
| Physical Distancing Requirements (Minimum 6 feet) | Required |
| Elevator Capacity Passenger | 1 |
| Elevator Capacity Freight | 2 |
| Stairwells (Ascending & Descending) | Open |
| Guests | Not allowed on campus |

| Phase 3 | | |
|---|--------------------------------|--|
| Description | Occupancy | Timeline |
| Gradual increase of on-site academic and administrative personnel and services. Phased and staggered scheduling for faculty and staff, limited departmental access for students, Preparation for Phase 4. | Up to 40% of building capacity | Approval necessary from GC President Projected Phase 3 Status: Spring 2021 |
| <p>Timeline: The semester noted in the timeline is tentative and subject to approval of the President, the Provost and Senior Vice President and the Senior Vice President of Finance and Administration and consultation with the Office of the Executive Vice Chancellor and Chief Operating Officer at CUNY Central.</p> <p>Occupancy restrictions will be in place (maximum):</p> <ul style="list-style-type: none"> • Interior offices: 1 person per room. • Interior laboratory rooms: 2 persons (1 faculty/1 subject). Requires a divider between faculty member and subject, full PPE, at least 6 feet distance and a limitation of 1 hour (60 minutes) per research session. • Open-plan offices: 2 person per 4-desk cluster, with at least 8 feet distance with any other shared cubical, PPE and a limitation of 1 hour (60 minutes) overlap in staggered schedule start/end times. • Shared, closed-door offices: 1 person. • Conference Rooms: 4 – 6 persons, pending conference room size, with at least 8 feet distance, PPE and a limitation of 1 hour (60 minutes) meeting time. A minimum of 1-hour (60 minutes) overlap in staggered schedule start/end times. <p>To limit interaction, all space usage will be subject to staggered schedules. Open-plan office spaces are subject to occupancy time limits. When scheduling shared space, a minimum of one hour (60 minutes) between occupants to allow for air circulation and cleaning is required.</p> <p>Faculty/Researchers may continue to return to campus to complete research that cannot be done remotely. Graduate students and postdoctoral research associates should be prioritized for access. All researchers must continue to be scheduled by their supervisor per scheduling guidance, and continue to work remotely for all tasks suitable for remote work.</p> <p>While faculty and staff can return onsite for functions that cannot be performed remotely, faculty and staff should continue to work remotely during this phase. Absent an emergency, supervisory approval must be obtained and the plan/schedule reported to John Flaherty (jflaherty@gc.cuny.edu) at least 24 hours in advance for approval.</p> <p>Conference rooms will only be available for essential in-person meetings that cannot</p> | | |

be held virtually. Social distancing, occupancy and time limits apply. Approval must be obtained and the plan/schedule reported to XXX at least 72 hours in advance for approval.

Limited personnel may, by appointment, come to campus to pick up materials needed to complete work remotely. Reporting personnel must be authorized for access to the Graduate Center.

| Item | Phase 3 Status |
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| Essential Employees | On-Campus |
| Faculty and Staff | Restricted: Open only to those unable to work remotely, essential to operations scaled in Phase 3, or essential to preparation for Phase 4 |
| Students | Restricted: Approval necessary from Provost & SVP, VP Student Affairs, or Executive Office/Director |
| Contractors/Vendors | Restricted: Approval necessary from SVP Finance & Administration |
| CUNY TV | Restricted: Approval necessary from SVP Finance & Administration and Executive Director CUNY TV |
| Classes and Seminars | Restricted: Approval necessary from Provost & SVP and SVP Finance & Administration |
| Public Programming, Non Degree Programming | Restricted: Approval from VP for Communications and Public Affairs, Provost & SVP and SVP Finance & Administration. Limited to no more than 15 participants and no more than 1 hour in duration. |
| Student Clubs, Groups, Organizations (Extracurricular) | Remote |
| Student Facilities (Library, Computer Labs, Labs, Lounges) | Closed |
| Classrooms, Seminar/Thesis Rooms, Conference Rooms | Restricted: Approval necessary from Provost & SVP and SVP Finance & Administration |
| Child Development and Learning Center | Pending and limited |

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| | capacity (TBD) Restricted: Approval necessary from Provost & SVP, VP Student Affairs and SVP Finance & Administration |
| Department and Public Lounges | Closed |
| Dining Commons and Pantries | Closed |
| Use of Off Site Catering Services/Food Delivery | Prohibited |
| University Sponsored Academic and Business Travel | Pending (CUNY) |
| CUNY Sponsored Student International and Domestic Travel | Pending (CUNY) |
| Daily Wellness Checks | Required |
| Mask Usage | Required |
| Physical Distancing Requirements (Minimum 6 feet) | Required |
| Elevator Capacity Passenger | 1 |
| Elevator Capacity Freight | 2 |
| Stairwells (Ascending & Descending) | Open |
| Guests | Not allowed on campus |

| Phase 4 | | |
|--|--------------------------------|--|
| Description | Occupancy | Timeline |
| Continued gradual increase of on-site academic and administrative personnel and services. Continued phased and staggered scheduling for faculty and staff, expanded, by limited, departmental access for students, Preparation for Phase 5. | Up to 80% of building capacity | Approval necessary from GC President Projected Phase 4 Status: Fall 2021 |
| <p>Timeline: The semester noted in the timeline is tentative and subject to approval of the President, the Provost and Senior Vice President and the Senior Vice President of Finance and Administration and consultation with the Office of the Executive Vice Chancellor and Chief Operating Officer at CUNY Central.</p> | | |
| <p>Occupancy restrictions will be in place (maximum):</p> <ul style="list-style-type: none"> • Interior offices: 1 person per room. • Interior laboratory rooms: 2 persons (1 faculty/1 subject). Requires a divider between faculty member and subject, full PPE, at least 6 feet distance and a limitation of 1 hour (60 minutes) per research session. • Open-plan offices: 2 person per 4-desk cluster, with at least 8 feet distance with any other shared cubical, PPE and a limitation of 1 hour (60 minutes) gap between schedule start/end times. • Shared, closed-door offices: 1 person. • Conference Rooms: 4 – 6 persons, pending conference room size, with at least 8 feet distance, PPE and a limitation of 1 hour (60 minutes) meeting time. A minimum of 1-hour (60 minutes) gap between schedule start/end times to accommodate for air circulation and cleaning. <p>To limit interaction, all space usage will be subject to staggered schedules. Open-plan office spaces are subject to occupancy time limits. When scheduling shared space, a minimum of one hour (60 minutes) between occupants to allow for air circulation and cleaning is required.</p> <p>Faculty/Researchers and Graduate students and postdoctoral research associates may continue to return to campus to conduct research that cannot be done remotely. Schedules should be staggered to ensure social distancing. Graduate students and postdoctoral research associates should continue to be prioritized for access. All researchers must continue to be scheduled by their supervisor per scheduling guidance, and continue to work remotely for all tasks suitable for remote work.</p> <p>Faculty and staff can continue to return onsite to perform functions that cannot be performed remotely. Faculty and staff should continue to work remotely during this phase. Absent an emergency, supervisory approval must be obtained and the plan/schedule reported to John Flaherty (jflaherty@gc.cuny.edu) at least 24 hours in advance for approval.</p> | | |

Conference rooms will only be available for essential in-person meetings that cannot be held virtually. Social distancing, occupancy and time limits apply. Approval must be obtained and the plan/schedule submitted at least 72 hours in advance for approval.

Limited personnel may, by appointment, come to campus to pick up materials needed to complete work remotely. Reporting personnel must be authorized for access to The Graduate Center.

| Item | Phase 4 Status |
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| Essential Employees | On-Campus |
| Faculty and Staff | Restricted: Open to those unable to work remotely, essential to operations scaled in Phase 4, or essential to preparation for Phase 5 |
| Students | Restricted: Approval necessary from Provost & SVP, VP Student Affairs, or Executive Office/Director |
| Contractors/Vendors | Restricted: Approval necessary from SVP Finance & Administration |
| CUNY TV | Restricted: Approval necessary from Executive Director CUNY TV |
| Classes and Seminars | Restricted: Approval necessary from Provost & SVP and SVP Finance & Administration |
| Public Programming, Non Degree Programming | <p>Restricted: Approval from VP for Communications and Public Affairs, Provost & SVP and SVP Finance & Administration.</p> <p>Limited to no more than 25 participants and no more than 1 hour in duration.</p> |
| Student Clubs, Groups, Organizations (Extracurricular) | Remote |
| Student Facilities (Library, Computer Labs, Labs, Lounges) | Restricted: Limited Access to Library, Computer Labs, and Labs. Approval necessary from Provost & SVP and SVP Finance & Administration |

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| | Lounges remain closed. |
| Classrooms, Seminar/Thesis Rooms, Conference Rooms | Restricted: Approval necessary from Provost & SVP and SVP Finance & Administration |
| Child Development and Learning Center | Pending and limited capacity (TBD) Restricted: Approval necessary from Provost & SVP, VP Student Affairs and SVP Finance & Administration |
| Department and Public Lounges | Closed |
| Dining Commons and Pantries | Limited Dining Commons Service. Pantries remain closed. |
| Use of Off Site Catering Services/Food Delivery | Prohibited |
| University Sponsored Academic and Business Travel | Pending (CUNY) |
| CUNY Sponsored Student International and Domestic Travel | Pending (CUNY) |
| Daily Wellness Checks | Required |
| Mask Usage | Required |
| Physical Distancing Requirements (Minimum 6 feet) | Required |
| Elevator Capacity Passenger | 1 |
| Elevator Capacity Freight | 2 |
| Stairwells (Ascending & Descending) | Open |
| Guests | Restricted |

| Phase 5 | | |
|--|--|--|
| Description | Occupancy | Timeline |
| <p>All Graduate Center students, faculty and staff will have access to the building under new campus and building policies and procedures. These policies and procedures will focus on the health and safety of the community and will include continued social distancing measures.</p> <p>Infection prevention measures, such as staggered hours, physical contact barriers, continued use of PPE, restricted capacity limits throughout the building, closure of pantries continue to be in place. The continuation of remote options for classes, programming and administrative functions under new University policies & procedures.</p> | <p>Full Campus Operations</p> <p>New Campus and Building Policies & Procedures in effect</p> | <p>Upon availability of vaccine or other significant scientific discovery.</p> |
| <p>Timeline: The semester noted in the timeline is tentative and subject to approval of New York State and CUNY. Approval from the President, the Provost and Senior Vice President and the Senior Vice President of Finance and Administration and consultation with the Office of the Executive Vice Chancellor and Chief Operating Officer at CUNY Central is also required.</p> | | |
| Item | Phase 5 Status | |
| Essential Employees | On-Campus | |
| Faculty and Staff | On-Campus | |
| Students | On-Campus | |
| Contractors/Vendors | On-Campus | |
| CUNY TV | On-Campus | |
| Classes and Seminars | On-Campus, Hybrid, Online, Remote | |
| Public Programming, Non Degree Programming | On-Campus, Hybrid, Online, Remote | |
| Student Clubs, Groups, Organizations (Extracurricular) | On-Campus, Hybrid, Online, Remote | |
| Student Facilities (Library, Computer Labs, Labs, Lounges) | Open | |
| Classrooms, Seminar/Thesis Rooms, Conference Rooms | Open | |
| Child Development and Learning Center | Open Reduced Capacity | |
| Department and Public Lounges | Open | |
| Dining Commons and Pantries | Dining Commons Open Pantries Closed | |
| Use of Off Site Catering Services/Food Delivery | Restricted/Pending | |
| University Sponsored Academic and Business Travel | Active | |
| CUNY Sponsored Student International and Domestic Travel | Active | |
| Daily Wellness Checks | Required | |
| Mask Usage | Paused/Pending | |
| Physical Distancing Requirements (Minimum 6 feet) | Paused/Pending | |
| Elevator Capacity Passenger | 8 | |
| Elevator Capacity Freight | 8 | |

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| Stairwells (Ascending & Descending) | Open |
| Guests | Allowed on campus |

Screening and Testing:

The Graduate Center's Coronavirus Campus Coordinator serves as the central point of contact and works collaboratively with the Coronavirus Campus Screeners and members of the Emergency Planning Committee to ensure compliance with all aspects of the campus reactivation plan and the implementation of policies related to returning to campus, screening and testing.

Returning to Campus | Building Entry Policy:

All personnel must certify that they have watched the mandatory New York State COVID-19 Response: Return to Work Training safety video, available on Blackboard. The safety video outlines basic guidelines for keeping everyone safe and healthy. It only needs to be watched in its entirety once.

Prior to coming to campus, all personnel must complete and submit a COVID-19 self-assessment. The COVID-19 self-assessment questionnaire is completed each day prior to coming to campus.

- The self-assessment form has questions about COVID-19 symptoms and exposure. The health screening form also asks if the training video has been viewed.
- Based on the responses to the questions, personnel completing the form will receive an automatic email confirming that they have access to the campus premises for that day.
- Personnel must present the confirmation email of their screening results to the public security officers in the lobby when entering the building and may do so by using a smartphone, showing a photo or a printout of the confirmation email.
- Personnel will not be permitted to enter the building unless they have proof that they completed the form for that day.

Personnel **must not** come to the Graduate Center in any of the following scenarios:

- Individuals experiencing any symptoms (even mild) of a respiratory infection or other COVID-19-related symptoms. Personnel may not return to the Graduate Center until they have been symptom free for at least seventy-two (72) hours.
- You have tested positive for COVID-19 within the last 14 days.
- You have had known contact with any person suspected of having, being under investigation (contact tracing) for, or who has a confirmed active case of COVID-19 within the last 14 days.

- You have travelled within the last 14 days to/from a designated U.S. “hot spot” or to a country for which the Center for Disease Control (CDC) has issued a level 2 or 3 travel designation, or have had known contact with any person who has travelled to these areas within 14 days.

Additionally:

- Only personnel approved and scheduled to be at the Graduate Center will be allowed to access the building. Personnel contact the Office of Public Safety to request campus access;
- Non-touch forehead thermometers will be available onsite should anyone wish to have their temperature checked;
- Entry must be through the main doors on Fifth Avenue, and individuals must show the Public Safety officer confirmation of the daily health screening, confirmation of approval to be on campus and sign in;
- Individuals will not be permitted to bring guests into the building and are required to provide details on any significant contact with other personnel while at the Graduate Center daily;
- Any personnel who develops symptoms consistent with COVID-19, test positive, or come into contact with someone suspected or confirmed to have COVID-19, should reach out to Brian Peterson, Interim Senior Vice President for Finance and Administration (C19reporting@gc.cuny.edu).
- Any student who develops symptoms consistent with COVID-19, test positive, or come into contact with someone suspected or confirmed to have COVID-19, should contact Matthew Schoengood, Vice President for Student Affairs (mschoengood@gc.cuny.edu).
- We will contact state and local health officials regarding any positive case on campus.

Testing:

Testing to diagnose COVID-19 is one component of a comprehensive strategy and should be used in conjunction with promoting behaviors that reduce spread, maintaining healthy environments, maintaining healthy operations, and preparing for when someone gets sick.

At this time, the Graduate Center (and CUNY) does not intend to test employees for COVID-19 as a requirement to work onsite. Employees with questions about whether they should be tested for COVID-19 should consult with their healthcare provider. If it is determined by your provider that you should be tested, your clinician will recommend a testing facility or may refer you to one of the [testing centers in New York City](#).

Students are encouraged to consult with their medical provider or to utilize New York City's free COVID-19 testing centers. To learn more about free COVID-19 testing centers in New York City, see: <https://www1.nyc.gov/site/coronavirus/get-tested/covid-19-testing.page>

The Graduate Center's (and CUNY) approach to testing may evolve over time, based on the availability of testing in New York City and the changing situation related to the pandemic.

Students, faculty and staff who become symptomatic, but who have a negative COVID-19 test result, should continue to stay home or in isolation while they are sick and should consult with their health care provider about the need for additional testing and when to resume normal activities.

Tracing and Tracking:

Any time a student, faculty or staff member tests positive for COVID-19, the campus screeners and reporting liaisons will notify the Campus Coronavirus Coordinator. The Coordinator will follow the University's reporting policy that includes notifying the State and Local health departments and notifying the Chancellery/Chief Operating Officers Office and the appropriate Campus personnel.

To assist with contact tracing and decontamination in the event of a confirmed or presumed COVID-19 case onsite, students, faculty and staff reporting to the Graduate Center must provide, upon request, a list of occupied spaces and persons with whom they interacted with while on campus.

While maintaining confidentiality, the Graduate Center will use the information supplied to make best efforts to trace individuals who may have come into close or proximate contact with the person identified to notify them of possible COVID-19 exposure, and to assess areas for decontamination.

The Graduate Center will also assess areas for restricted access and whether the exposure is cause for temporarily closing the campus or moving back to a more restrictive phase of operations. The Graduate Center Office of Facilities and public safety will work with affected departments and will implement the appropriate enhanced cleaning and decontamination protocols.

Summary information will be provided to GC community members.

The Graduate Center 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.

The Campus Coronavirus Coordinator will monitor campus and University-wide data, as well as the data provided for New York City, by the New York City Health Department daily. The [COVID-19 data provided by the New York City Health Department](#) reflects the most recent information collected about people who have tested positive for COVID-19 in New York City. Changes in COVID-19 data at the campus, University, or City that show positive cases may be

increasing will be used as a decision making indicator in the reactivation plan and phase status.

Quarantine and Returning to Campus:

The Graduate Center's protocols for students, faculty and staff who are returning to campus are outlined below.

- Students, faculty and staff must stay home or return home if they become sick while on campus;
 - Students, faculty and staff must not come to work if they are sick, and must notify the Graduate Center's Coronavirus Campus Liaison 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.
- Any student, faculty or staff diagnosed with COVID-19 by their healthcare provider must notify the Coronavirus Campus Liaison.
- Before returning to campus, students, faculty and staff who have been sick with COVID-19 symptoms, tested positive for COVID-19, or have been potentially exposed to someone with COVID-19 must follow [CDC guidance to self-isolate](#) or stay home.

Students, faculty and staff who are returning to New York to resume work, research or study at the Graduate Center must be familiar with the efforts of New York State and New York City to protect New York's successful containment of COVID-19. Individuals must follow the directives of the joint travel advisory (between New York, New Jersey, and Connecticut) for anyone returning to travel to states that have a significant degree of community-wide spread of COVID-19: [Interim Guidance for Quarantine Restrictions on Travelers Arriving in New York State Following Out of State Travel](#). Individuals coming to New York from States noted on the [New York State Restricted States Roster](#) meet the criteria for required quarantine (14 days) before they may come to campus. The State's full COVID-19 Travel Advisory can be viewed [here](#).

Restart Operations:

The Graduate Center's building, located at 365 Fifth Avenue has maintained regular, recurring and ongoing checks of all building systems (e.g. HVAC, water systems, and fire safety equipment). Likewise, The Graduate Center has maintained the regular maintenance schedules that are in place to ensure the operational continuity of the building's infrastructure and compliance with regulations from multiple agencies (e.g. FDNY) and departments (e.g. DOB). While the building has been operating under restricted access, The Graduate Center has maintained daily cleaning schedules and has implemented cleaning and disinfection requirements as advised by the CDC and NYSDOH.

When moving into a new phase of campus operations, areas that are scheduled to re-open will be thoroughly cleaned and disinfected. Building systems

Reconfiguration of Floor Plans and Occupancy Limits:

The Graduate Center's plan defines occupancy limits for each phase and the Office of Facilities Services and Campus Planning has revised floor plans and reconfigured spaces throughout the building so that individuals that are at least six feet apart in all directions. The reconfiguration of space follows CUNY's Guidelines for Safe Campus Reopening (p. 9 – 15).

Examples of spaces that have been reconfigured and the new occupancy limits are noted in the chart below. These spaces would not be available until the Graduate Center enters either phase 3 or phase 4 of the reactivation plan.

| Space | Normal Occupancy Total includes faculty & students | COVID-19 Occupancy Total includes faculty & students |
|---|---|---|
| Large Classroom | 35 | 10 |
| Small Classroom | 10-15 | 4-8 |
| Seminar/Thesis Room | 8-12 | 4 |
| William P. Kelly Skylight Conference Room | 70 | 15 |
| Baisley Powell Elebash Recital Hall | 180 | 32 |
| Martin E. Segal Theatre | 65 | 10 |
| The Dining Commons | 236 | 35 |
| Computer Lab | 36 | 12 |

Physical Distancing Guidelines:

The goal of physical distancing is to reduce the potential for transmission of COVID-19 on campus facilities. This will require full cooperation among everyone – leaders, managers and supervisors, students, faculty and staff. Only through a cooperative effort will be able to work together to safeguard our own health and the health of our families, colleagues, and those with whom we interact.

Personnel on campus are required and expected to:

- Maintain social distancing, a minimum 6-foot radial distance from all others, at all times, unless absolutely essential for laboratory safety and only with the use of additional PPE for protection;
- Wear a face covering or mask while in public or shared spaces on campus; it is mandatory that students, faculty and staff wear masks and/or face coverings while in areas of high congestion of people or where social distancing of 6 feet to more cannot be maintained;
- Wash hands frequently;

- Return home if you begin feeling unwell or start experiencing any symptoms associated with COVID-19.

Supervisors (Vice Presidents, Directors, Executive Officers, etc.) are required and expected to:

- Establish flexible and staggered work schedules with their students and staff, including for essential personnel, to limit how many people are onsite and to limit every individual's potential for exposure;
- Limit individuals onsite by requiring only one person to be onsite if a task can be accomplished by one person;
- Coordinate and confirm all student and staff access and schedules, in compliance with current phase occupancy limits;
- Provide, either in-person or remotely, departmental supervision and technical support when students and staff are onsite.

Vendors and contractors are permitted on campus by approval of the Interim Senior Vice President for Finance and Administration, for essential services, renovations, repairs. Approved contractors who are on campus for renovations or repairs must provide a roster of employees who will be on site. These rosters are to be submitted the day prior to the scheduled work and for each day work is scheduled to be done.

Vendors and contractors must:

- Follow a daily health screening protocol established and implemented by CUNY.
- Request and receive approval for access before coming onsite.

To reduce the transmission of COVID-19 within campus facilities the Office of Facilities Management and Building Design have:

- Put in place additional protective measures, including physical barriers such as dividers between desks or in high traffic areas;
- Established occupancy limits, by phase, at the building level to comply with state guidelines. Limits include all personnel, contractors, vendors and students. During Phase 2, occupancy will be limited to 15% of building capacity and will increase to up to 40% of building capacity in Phase 3. Timing of further occupancy for up to 80% for Phase 4 and full campus operations in Phase 5 will be determined by CUNY and the State.
- Established occupancy limits for specific types of locations in the building, such as auditoriums and theatres, shared office space and labs, enclosed office space and labs, computer labs, the library, and public and common areas (e.g. elevators, restrooms, conference rooms);
 - While there are occupancy limits in place, everyone should continue to do any work that can be done remotely from home, and not come to campus to work unless it is absolutely necessary and have secured the necessary approvals.

- Have reconfigured furniture and room layouts to comply with recommended social distancing guidelines;
- Have posted signs throughout the building as a reminder of these limits, and also to detail appropriate traffic patterns in corridors and stairwells to further limit interactions.

Personal Protective Equipment (PPE):

Masks and/or face coverings must be worn inside the Graduate Center at all times, except in closed private offices (when occupied only by assignee) and for as little time as possible while eating, drinking, or changing mask/face coverings when needed. Additional common PPE used to protect employees and others includes face shields, gloves and glasses.

- Acceptable face coverings (PPE) must be worn any time individuals come within 6 feet of another person who does not reside in the same household:
 - Acceptable face coverings include, but are not limited to, cloth (e.g. homemade sewn, quick cut, bandana), surgical masks, KN95 and N95 respirators without vents, and face shields.
 - Personnel must review the proper way to put on, take off, clean, and discard required PPE (masks and/or face coverings). Face coverings should be cleaned by the user or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.
 - Personnel may want to wear gloves when cleaning, using shared objects or frequently touched surfaces. Wash hands before and after using gloves.
 - Follow CDC guidance for additional information on cloth face coverings and other types of PPE, as well as instructions on use and cleaning. <https://www.cdc.gov/coronavirus/2109-ncov/downloads/cloth-face-covering.pdf>.

The Graduate Center will provide acceptable masks and gloves if anyone needs them while in the building.

As of August 2020, the Graduate Center has 3,000 masks and 3,000 pairs of gloves in inventory. Per the Supplemental Guidelines for Safe Campus Reopening, Section 3, the Graduate Center has projected PPE demand for masks for faculty, staff, and students for each phase per the reopening policy. Similarly, the number of gloves has been estimated by the number of classrooms, number of restrooms, number of public spaces in need of deep cleaning and the frequency of cleaning.

The Graduate Center's Director of Purchasing communicates with Facilities, Public Safety and other areas to ensure they have the necessary PPE and that they maintain a 30-day supply at minimum of PPE. Additionally, the campus's Business Office will continue to maintain a six-month supply of PPE in the Business Office to ensure that the Graduate Center maintains a sufficient supply of inventory.

The Graduate Center obtains hand sanitizer from Prfotech; the masks and gloves are ordered from Grainger. Gloves can also be obtained from Fischer Scientific if Grainger has a shortfall.

Cleaning and engineering are contracted with a third-party firm (Collins/ CBS) that provides their staff with adequate PPE. The Director of Facilities monitors the contracted individuals and their proper usage of PPE.

The Graduate Center's Director of Purchasing will monitor, no less frequent than monthly, supply levels with the vendors and adjust re-ordering strategies if needed.

The Graduate Center's Coronavirus Campus Coordinator will work with the Office of Human Resources to notify faculty and staff of new workplace policies prior to the start of each phase in the plan, including awareness training on cleaning and disinfection along with proper use of PPE, and other precautionary measures. The New York State COVID-19 Response: Return to Work Training safety video, which includes proper use of PPE, is made available to and is required of all individuals wishing to access campus, per the phased plan.

Hygiene, Cleaning and Disinfection:

How COVID-19 Spreads:

The virus that causes COVID-19 is spread primarily through respiratory droplets entering through the nose, mouth, or eyes. When someone infected with COVID-19 coughs or sneezes, respiratory droplets that contain the virus are expelled and can be breathed in by someone nearby. Although the virus cannot enter the body through the skin, the respiratory droplets carrying the virus can get into your airways or mucous membranes of your eyes, nose, or mouth to infect you. The virus can also be spread if you touch a surface contaminated with virus and then touch your eyes, nose or mouth, although this is not the primary way the virus spreads.

Guidance for Hygiene:

After arriving on campus, students, faculty and staff should wash hands with soap and water for at least 20 seconds. While on campus continue with good health habits:

- Frequent hand washing with soap and water for at least 20seconds during the time spent on campus is strongly encouraged to reduce contact transmission;
- Carry a supply of hand sanitizer (as possible);
- Cover your cough or sneeze;
- Wipe down all high touch areas in our home and workplace;
- Do not touch your eye, nose or mouth with unwashed hands;
- If you have a temperature or feel unwell, stay home.

Hygiene protocols for those coming to campus include:

- Performing hand hygiene before and after coming in contact with shared objects, such as tools, equipment, machinery, touchscreens, and vehicles, as well as touching shared surfaces;
- Faculty/Staff should clean personal workspaces (workstations and offices) and personal devices several times throughout the day using disinfecting wipes or 70% isopropyl solution. Workstations and desks must be wiped at the end of working hours.
 - Faculty/Staff with shared offices must develop staggered work schedules. Schedules must allow for a minimum of one hour between the scheduled start and end times as these spaces must be cleaned before and after every use.
- Faculty/Students/Researchers should clean laboratory benches and equipment used several times throughout their scheduled lab time using disinfecting wipes or 70% isopropyl solution. Labs must be wiped at the end of each scheduled lab session.
 - Lab schedules must allow for a minimum of one hour between the scheduled start and end times as these spaces must be cleaned before and after every use.

Hand Hygiene stations, containing an alcohol-based hand sanitizer, will be located in the Graduate Center's entrance lobby, the loading dock, and within each of the elevator lobbies (floors 1 – 9). As the Graduate Center moves through its phased implementation plan, additional hand hygiene stations will be deployed (e.g. within the library, computer labs, wellness center, the auditorium/theatre lobbies, conference rooms, etc.).

Guidance for Cleaning and Disinfecting:

Routine cleaning and disinfecting is key to maintaining a safe environment for students, faculty, staff, contractors/vendors, and guests. The Graduate Center will ensure adherence to cleaning and disinfection requirements as advised by the CDC and NYSDOH, including "[Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#)".

The Graduate Center's Office of Facilities Services and Campus Planning will ensure that daily (or more, depending on use patterns) cleaning and disinfecting takes place. Logs that include the date, time and scope of cleaning and disinfection will be maintained. The cleaning and disinfecting routine will focus on frequently touched surfaces and objects such as:

- Door knobs and handles;
- Stair rails (ascending and descending staircases);
- Office and classroom desks and chairs;
- Light switches;
- Push buttons on elevators.

The restrooms have been reconfigured for appropriate social distancing with the reduction of functioning sinks, stalls and urinals to ensure appropriate distancing. A number of restrooms within the facility have been reduced to single use occupancy. Restrooms will be cleaned and disinfected regularly and more often depending on frequency of use.

Objects such as telephones, desktops, computer keyboards and mice, remote controls are difficult to clean. Shared computers, telephones, and desks will have signs posted instructing proper hand hygiene before and after using them to minimize disease transmission. The Graduate Center will provide on campus workspaces with single use disinfecting wipes to support self-servicing of touch points. Students, Faculty and staff should not bring their own disinfection and cleaning products to campus as these may present additional safety concerns.

In the first four phases of the Graduate Center's reactivation plan the dining commons and pantries will be closed. Use of appliances and water coolers that have been procured by departments is at the risk of the user. Department appliances (refrigerators, coffee pots, espresso machines, etc.) and water coolers are not included in the routine cleaning of the building. It is the department's responsibility to clean, maintain and care for these items. Therefore, it is recommended that departments develop guidelines for the community use of these items that include:

- Good hand hygiene before and after each use;
- Single person use of appliances, including refrigerators;
- Daily removal of food/beverages;
- Daily cleaning and disinfecting of personal dining items such as coffee cups, plates, silverware, etc. Use of disposable dining products is strongly encourage;
- Use of reusable water bottles.

Water fountains will be cleaned and disinfected daily. Use of water fountains is at the risk of the user. It is recommended that water fountains and coolers be used only to refill reusable bottles.

The Graduate Center will follow CDC guidelines on "[Cleaning and Disinfecting Your Facility](#)" if someone is suspected of or is confirmed to have COVID-19. In such instances, areas where the suspected or confirmed case is to have occurred will be closed for a minimum of 72 (seventy-two hours) to allow for a deeper cleaning and disinfection, as well as for a lengthy period of air circulation in the area.

Phased Campus Reactivation | Staged Reopening:

The Graduate Center has made plans for a five-phased reactivation (reopening) of campus operations and activities. As always, the health and safety of all members of our community remain the top priority and will remain so as we implement the plan.

The Graduate Center's Campus Coronavirus Coordinator will oversee the implementation of the phased plan for the return to campus. Transitioning between phases will be condition-based, data driven and assessed through regular risk analysis.

Reopening (or reclosing stages in the event of an outbreak) will be based on up-to-date information about the health of the Graduate Center community and reported in daily liaison reports and in consultation, where appropriate, with:

- The Graduate Center's Emergency Planning Committee;
- The Office of Facility Services and Campus Planning;
- The Office of Public Safety and Security;
- The Graduate Center's Reactivation Committee;
- CUNY's Central Office via the Chancellery and Chief Operating Officer;
- State and local health officials.

Transitioning between phases (forward or back) and any closure/reopening of the college requires approval of the President, the Provost and Senior Vice President, and the Senior Vice President for Finance and Administration.

[CUNY's Guidelines for Safe Campus Reopening](#) will guide the implementation of the Graduate Center's phased reopening (p 43 – 46). While the Graduate Center, in line with CUNY, has all intentions to move forward and bring more activity back to campus over time, the plan allows for reversing, or reclosing, in the event of an outbreak.

We are going to closely monitor infection rates on campus. Following CUNY and State Guidelines, we will determine if campus closure is necessary or if we can scale back by defined phase(s). The ramp down response will follow the governance process outlined in the CUNY Guidelines for Safe Campus Reopening, Part 1, Section B.

Ramp-down activities align with the level of community spread, with minimal or moderate spread requiring higher levels of cleaning and potential closure. We will adhere to guidelines set by CUNY Central, City and State, including any bench marks set to measure COVID-19 infection rates on campus or in the community. Should data suggest that The Graduate Center scale back operations or consider closing decisions will be made in consultation with the Chancellery and Executive Vice Chancellor and Chief Operating Officer.

With a confirmed COVID-19 case on campus, the campus will consider a suspension of activities (respective of phase) for up to 7 days for areas in which the positive occupant was present (per CUNY Guidelines for Safe Campus Reopening, Section III. B) along with building and facility closure to clean and disinfect. The Graduate Center's Campus Coronavirus Coordinator 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.

Extended closure is suggested with substantial community spread, defined by CDC as large-scale immunity transmission, healthcare staffing significantly impacted, and/or multiple cases within communal settings.

Phased Campus Reactivation | Classes, Public Spaces and Activities:

The Graduate Center's phased reactivation plan provides a roadmap as to how classes, shared spaces, and activities will be adapted as the campus resumes operations. The success of implementing the plan is contingent upon clear communication, transparency, and collegial collaboration amongst all stakeholders at the Graduate Center.

As the pandemic evolves, the campus community will have to work closely together to determine exactly when in person classes will resume. Likewise, when the rich public programs and events the Graduate Center is known for can return and the general public can be welcomed back to campus.

Considerations for Vulnerable Populations:

The Graduate Center recognizes, and supports, CUNY's key tenet of the staged return to campus 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, determine that particular sets of activities can and should be accomplished remotely.

The Graduate Center will evaluate multiple approaches to serving vulnerable populations including:

- Offering options for faculty and staff at higher risk for severe illness (including older adults and populations of all ages with certain underlying medical conditions) that limit their exposure risk (e.g. telework, staggered scheduling, modified job responsibilities);
- Having supervisors check in with their staff frequently and meet with their teams regularly.
- Offering resources on mental health services and support to faculty and staff through the Graduate Center's Office of Human Resources.
- Offering options for students at higher risk for severe illness that limit their exposure risk (e.g. remote learning, remote student support services and extracurricular activities);
- Having faculty check in with students as frequently as possible and having faculty informed of the remote student support services that are available through student affairs (e.g. Wellness and Mental Health Support, Career Services, Tutoring, etc.).
- Offering resources on mental health services as well as health and wellness to students through the Graduate Center's Office of Student Affairs. These services will be offered remotely; scaling to in-person services as per the phased plan.

On Campus Isolation, Transportation, and Tracing:

Students, faculty or staff who report COVID-19 symptoms while on campus will be instructed by Coronavirus Campus Liaison to go home or to a healthcare facility, depending on the severity of their symptoms. The Graduate Center has identified a room within the Wellness Center where individuals with COVID-19 symptoms may isolate while waiting for transportation from campus to their home or to a healthcare facility.

Students, faculty or staff who have reported COVID-19 symptoms while on campus, have become sick and are being tested for COVID-19, or have tested positive for COVID-19 will be asked to remain in isolation/quarantine housing for 14 days or until they receive a negative COVID-19 test result.

If a student, faculty or staff member reports a positive COVID-19 test result, the Coronavirus Campus Liaison will implement the campus tracing and enhanced cleaning protocols and the reporting requirements as noted in [CUNY's Guidelines for Safe Campus Reopening](#) (p. 55-56).

The Graduate Center Apartments (Housing):

Located at 165 East 118th Street, the eight-story Graduate Center Apartments complex offers bright, modern, airy, and affordable housing, as well as an easy commute to the Graduate Center for graduate students, postdoctoral fellows, and members of the faculty. The complex shares the plaza of CUNY's East Harlem Campus with Hunter College's School of Social Work.

Apartments are available through a 12-month license issued by the buildings managing agent. The license functions as a lease, except that a renter must maintain eligibility in order for it to remain in effect. Licenses may be renewed annually for students who remain in good academic standing.

The building is comprised of studio, one-bedroom, two-bedroom, three-bedroom and four-bedroom apartments for students and one- or two- bedroom apartments for faculty. Student apartments are on floors one through six and faculty apartments are on floors seven and eight.

The Graduate Center and the managing agent work closely together in operating the building. While the Graduate Center's COVID-19 policies and protocols apply to the Graduate Center Apartments, the managing agent is responsible for the day-to-day operations of apartment complex. We don't envision a scenario where residents will be required to move out, given the reduced residency occupancy and the accommodation for isolation within the facility.

The Graduate Center has taken the following actions at the complex:

- Accommodated student and faculty requests to terminate their license early;
- Closed the lounge and exercise room;
- Restricted access on the number of people who can use the laundry room;
- Restricted gatherings and activities within the building;

- Posted appropriate COVID-19 signage throughout the building;
- Required appropriate social distancing of all residents and restricted visitor access;
- Implemented enhanced cleaning and disinfection protocols;
- Reduced apartment capacity as noted in the chart below:

| Unit Students | Normal Occupancy | COVID-19 Occupancy |
|--------------------------|------------------|--------------------|
| Studio | 1 | 1 |
| One Bedroom | 1 | 1 |
| Two Bedroom Two Bath | 2 | 2 |
| Three Bedroom Two Bath | 3 | 2 |
| Four Bedroom Two Bath | 4 | 2 |

Faculty apartments are leased to either an individual or a family unit.

The Graduate Center has set aside two vacant apartments that can be used by residents who have reported COVID-19 symptoms and are undergoing isolation or quarantine. The reduced apartment capacity there is adequate space for individual undergoing isolation or quarantine if they have reported COVID-19 symptoms or have travelled to a high risk state designated by New York State.

Any resident returning to the apartments or entering into a new license agreement who has been in a state that is designated by New York State as high risk, must quarantine for 14 days, in compliance with NYS and CUNY quarantine requirements.

Graduate Center students who reside in the apartments have access to the health and wellness services provided by the Graduate Center. Faculty members who reside in the apartments have access to wellness services provide through CUNY's Employment Assistant Program, the [CUNY Work/Life Program](#). Given that these are private residences, each with its own kitchen, there is no onsite food service. Any student who identifies food insecurity, the Office of Student Affairs will work with the student to provide access to a food pantry or other appropriate support services.

Affirmation:

Per the New York State Reopening Guidelines for Higher Education, The Graduate Center's Campus Coronavirus Coordinator has read and understands the higher education guidelines.

The Graduate Center will require all Senior Staff and personnel involved in the Campus Reactivation plan to read the NYSDHO Interim Guidance for Higher Education Research During the COVID-19 Public Health Emergency.