# BMCC Reopening and Operations Plan

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Dear BMCC Community,

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

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

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

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

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

Governance Structure

BMCC President and Cabinet

Coronavirus Campus Coordinator
Jorge E Yafar (AVP Planning & Facilities)

Coronavirus Campus Liaisons
Penelope Jordan (Director Health Services)
Maria Deckinger (Human Resources)
Michael Korn (Public Safety Director)
Eric Lugo (Chief Admin. Super)
Michael Spath (EHS and Risk Manager)

Communications & Technology Liaisons
Joseph Spadaro
Manuel Romero

University (Central)
Chancellery/COO’s Office (G. Grace/H. Batista)
Campus Reopening Committee

State and City Departments of Health
Coordination/Monitor/Tracing/Tracking Possible Outbreaks Internal and External

Health Monitoring
(Penelope Jordan)
Meghan Williams
Amish Batra
Maria Deckinger
Students

Vulnerable Population
(Maria Deckinger)
Odelia Levy
Nicole Leach

Safety Protocols
(Michael Korn)
Lisa-Ann O’Conner
Ian Wentworth
Thierry Thesatus
Anita Samuels
Elizabeth Deleon
Adina Sutton
Dino Idnani
Students

Facility Operations
(Eric Lugo)
Deian Alert
Melanie Green
Adan Rivera
Meghan Cook

Specialized Program
(Michael Spath)
Cecilia Scott Croff (Childcare)
Kathleen Dreyer (Library)
Gia Blackwell (LRC)
Deborah Harte (Pantry)
Neda Hajizadeh (Mental Health)
Harry Mars (Student Life)
Michele Matsuura (Science Labs)
Carol Cleveland (TPAC)
Bookstore (B&N)

Access Control
Tanya Hughes
James Assmann
Amish Batra

Campus Reopening Committee
Tzu-Wen Cheng (Theater)
Siddharth Ramakrishnan (Research)
Eugenia Oi Yan Yau (Music and Art)
Everett W. Flannery (Allied Health)
Judy Eng (Nursing)
Josiah Ramesga (SGA)
Mohammad K. Alam (Registrar)
Kenneth Levinson (Faculty Gov.)
Kathleen Offenholtley (PSC)
Rosann Ragone (Admin. Staff Rep.)
Benoit Couamn (Op. Staff Rep.)
Erwin J Wong (Academic Affairs)
Marva Craig (Student Affairs)
Joseph Spadaro (IT)
James Berg (Academic Affairs)
Manuel Romero (Public Affairs)
Meryl Kaynard (Legal Counsel)
Gloria Chao (Human Resources)
Coronavirus Campus Liaisons

State and City Departments of Health
Coordination/Monitor/Tracing/Tracking Possible Outbreaks Internal and External

Vulnerable Population
(Maria Deckinger)
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Bookstore (B&N)

Access Control
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James Assmann
Amish Batra
BMCC Reopening and Operations Plan

Scope of Responsibilities

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

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

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

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

Scope of Responsibilities Cont.

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

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

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

## Guidelines Structure

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## Physical Distancing
- Distancing and Masks
- Limit Occupancy and Congestion
- Reconfigure Floorplans
- Signage

## Gathering in Enclosed Spaces
- General Guidance
- Guidance for Specific Spaces
- Computer Labs
- Elevators
- Exterior Campus Grounds
- Hallways and Stairwells
- Lecture/Classrooms
- Lobby and Common Areas
- Office Space
- Restrooms

## Operational Activity
- Staff Scheduling and HR
- Course Scheduling
- Persons on Campus
- Vulnerable Populations
- Mental Health and Welfare
- Grading Policies and Academic Support
- Student Life
- Technology
- Facilities and Grounds
- Reclosing in the Event of an Outbreak

## Protective Equipment

## Staged Reopening

## Communication Plan

## References
(I) PEOPLE
FACE COVERINGS REQUIRED AT ALL TIMES WITHIN FACILITY
(I-A) Physical Distancing – Distancing and Masks

BI-DIRECTIONAL MOVEMENT WITHIN CORRIDORS AND DIRECTIONAL VERTICAL TRANSPORT (ESCALATORS)
BMCC Reopening and Operations Plan

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

Borough of Manhattan Community College
Campus Planning and Facilities
BMCC Reopening and Operations Plan
(I-A) Physical Distancing – Limit Occupancy and Congestion (Building Program)

199 Chambers (Occupants/1580)

- Essential Staff: 14%
- Support Programs: 15%
- Administrative: 19%
- Instructional: 31%
- Scheduled Access: 8%
- Overflow: 13%

70 Murray Street (Occupants/228)

- Essential Staff: 10%
- Support Programs: 10%
- Administrative: 2%
- Scheduled Access: 78%
- Overflow: 78%
BMCC Reopening and Operations Plan

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

Instructional (Occupancy/460)

- Nursing: 35%
- Allied Health Services: 13%
- Music and Art: 30%
- Theater: 9%
- Others: 13%

Essential Staff (Occupancy/220)

- Buildings & Grounds: 36%
- Public Safety: 3%
- IT: 14%
- Health Services: 5%
- Receiving and Mailroom: 3%
- Reprographics: 3%
- Construction: 9%

Borough of Manhattan Community College
Campus Planning and Facilities
BMCC Reopening and Operations Plan

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

Typical Setup (35 Max.)

Physical Distancing Reduction (15 Max.)

Classroom (A) Area 500sqft
Classroom (B) Area 750sqf

25ft Typ.
BMCC Reopening and Operations Plan
(I-A) Physical Distancing – Reconfigured Floor Plans (Classrooms 60%+ Reduction)
BMCC Reopening and Operations Plan

(I-A) Physical Distancing – Reconfigured Floor Plans (Lounge Areas)
### BMCC Reopening and Operations Plan

#### (I-B) Gathering in Enclosed Spaces – Various Building Spaces

<table>
<thead>
<tr>
<th>REDUCED OCCUPANCY</th>
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<td>Computer Labs</td>
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<td>Breakrooms</td>
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<td>Cafeteria</td>
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<tr>
<td>Childcare Center</td>
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<td>Restrooms</td>
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<tr>
<td></td>
<td></td>
<td>Reflection Room</td>
</tr>
<tr>
<td></td>
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<td>Testing Center</td>
</tr>
</tbody>
</table>
BMCC Reopening and Operations Plan
(I-A) Physical Distancing – Signage

- Masks are required on campus at all times.
- Keep physical distance. Stay at least 6 feet away from other people.
- Please use the stairs. It's healthier for everyone.
- Please wash your hands regularly and for at least 30 seconds.
- Please use the hand sanitizer. It's healthier for everyone.
- All surfaces have been disinfected.
 BMCC Reopening and Operations Plan

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

PENELOPE JORDAN
(Health Monitoring Liaison)

MARIA DECKINGER
(Vulnerable Populations Liaison)

MICHAEL KORN
(Safety Protocols Liaison)

ERIC LUGO
(Operations Liaison)

MICHAEL SPATH
(Specialized Programs Liaison)

JOSEPH SPADARO & MANUEL ROMERO
(IT and Communications Liaisons)

VARIOUS STAKEHOLDERS
(Campus Reopening Committee)

Staff Scheduling and HR

Vulnerable Populations

Reclosing due to Outbreak

Persons on Campus

Facilities and Grounds

Deliveries and Drop Off

Mental Health and Welfare

Student Life

Technology

 Borough of Manhattan Community College
Campus Planning and Facilities

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(2) PLACES

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

LEARN MORE
BMCC Reopening and Operations Plan

(2-C) Places – Staged Reopening

199 Chambers (Occupants/1580)

- STAGE 1: 31%
- STAGE 2: 15%
- STAGE 3: 13%
- STAGE 4: 8%

- Essential Staff
- Instructional
- Support Programs
- Administrative
- Scheduled Access
- Overflow

70 Murray Street (Occupants/228)

- STAGE 1: 10%
- STAGE 1 & 2 @ Half Occupancy
- STAGE 3: 2%
- STAGE 4: 10%

- Essential Staff
- Support Programs
- Administrative
- Overflow

Between Stages
STAGED REOPENING REQUIREMENTS

- Transitioning between stages should be condition-based and assessed through a periodic risk analysis. Reopening stages (or reclosing stages in the event of an outbreak scenario) should be based upon up-to-date information about the health of the CUNY community as reported in daily liaison (Health Monitoring) reports and consultations with State and local health officials. On campus activities from any present stage must be able to shut down quickly if a return to an earlier stage is required. Should public health conditions change for the worse in any stage, activities will be ramped down accordingly as described in the reclosing plan in the Supplemental Guidelines: ‘Draft Reclosing Plan.’

- A key tenet of the staged return to campuses approach is that members of the campus community will not be required to return to campus (and in some cases will not be permitted to return to campus) if campus reopening plans, as approved by the Chancellery/COO’s Office, determine that particular sets of activities can and should be accomplished remotely.

- Staging assumes a gradual expansion of the number of activities on campus and in the field while ensuring compliance with sound public health practices including the use of heightened cleaning, staggered access, and physical distancing protocols.

- The campus plan includes specific conditions, including type of activity, density, staggered schedules, physical distancing, cleaning/hygiene protocols, and other requirements.

- Prior to commencing reopening, BMCC will establish plans for rigorous enforcement of social distancing including but not limited to:
  - Scheduled work shifts
  - Required face coverings
  - Social distancing between building occupants
  - Self-checks and Screening
  - Cleaning and disinfecting

- Throughout any staged return BMCC, students, faculty and staff who have a medical condition or other risk factor that they believe would make their return to campus unsafe are encouraged to request an accommodation by reaching out to the Vulnerable Population Liaisons identified in this document.

- BMCC’s decision-making around resumption of activities in any stage will be risk based. A risk matrix comparing workplace density and the degree of student/public interaction will be developed to assess the risk of each function and help administrators determine who to bring back to campus any each stage.

- In addition to following the risk-based approach described above, BMCC will periodically evaluate the status of its restart to advise the Chancellery/COO’s Office of its intent to safely proceed to the campuses next stage of reopening. This will be contingent on health numbers continuing to improve/stay stable, supplies of PPE remaining available, and whether the safeguards the campus has implemented are effective at mitigating the inherent risks of the next stage of reopening.
(2-C) Places – Staged Reopening Cont.

Additional Requirements for Program Specific Areas

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

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

- Number of students and faculty present in each session.
- Length of session.
- Nature of activities.
- Responses to the daily health template from students, faculty and staff
- Public health practices: face coverings, 6 feet of physical distancing, cough/sneeze etiquette, hand hygiene.
- Provisions for hand sanitizer and enhanced cleaning.
COMMUNICATION PROTOCOLS
BMCC’s Office of Public Affairs has developed a comprehensive communication plan for our community available online thru our Website and Social Media outlets and onsite by means of electronic and paper signage. Included in this communication plan will be compliance with the following:

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

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

Screening and Testing
A C

Tracing and Tracking
A C G

A PENELOE JORDAN
(Health Monitoring Liaison)

B MARIA DECKINGER
(Vulnerable Populations Liaison)

C MICHAEL KORN
(Safety Protocols Liaison)

D ERIC LUGO
(Operations Liaison)

E MICHAEL SPATH
(Specialized Programs Liaison)

JOSEPH SPADARO & MANUEL ROMERO
(IT and Communications Liaisons)

VARIOUS STAKEHOLDERS
(Campus Reopening Committee)
The Liaison will identify and provide appropriate training for onsite screeners, including viewing the NYS screeners' training video.

If COVID-19 cases develop, The Liaison will restrict social contact and mobility across campus particularly in affected areas (e.g. shutting down some functions).

The Liaison will recommend the temporary relocation of all classes/offices involving an infected individual to online/remote until all contacts can be tested.

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

The Liaison will monitor health conditions to detect infection, with clearly defined measures that will serve as warning signs that infection may be increasing.

If the local health situation deteriorates or community spread is occurring on campus, The Liaison will review the situation, consult with the Campus Coronavirus Coordinator, the Chancellery/COO’s Office, local/state officials and health authorities to determine whether the campus needs to ramp down through the stages set out in Section II.C. ‘Staged Reopening.’

The Liaison will develop an active tracker to actively monitor the situation on campus and track the trend of key performance indicators (KPIs).

The Liaison will assist in developing protocols for updating students, faculty and staff on the status of health markers across the campus in conjunction with the Communication Liaison.

The Liaison will advise individuals without close or proximate contact with the person suspected or confirmed to have COVID-19, that they can return to work in the area or resume on campus activities immediately after cleaning and disinfection takes place.

If a worker or visitor was in close or proximate contact with others at the location and tests positive for COVID, The Liaison will immediately notify and cooperate with New York State and City health departments with contact tracing efforts, including notification of potential contacts, such as workers, visitors and/or customers (if known) who had close or proximate contact with the individual, while maintaining confidentiality required.

The Liaison will assist in providing the necessary KPIs for determining the reopening stages (or reclosing stages in the event of an outbreak scenario), which should be based upon up-to-date information about the health of the CUNY community as reported in daily liaison reports and consultations with State and local health officials. On campus activities from any present stage must be able to shut down quickly if a return to an earlier stage is required. Should public health conditions change for the worse in any stage, activities will be ramped down accordingly as described in the reclosing plan in the Supplemental Guidelines: ‘Draft Reclosing Plan.’
The Liaison is responsible upon the identification of positive cases to immediately notify the SVC for Institutional Affairs and the Campus Coronavirus Coordinator. The Campus Coordinator will ensure that the local/State health officials are immediately notified and will work with the reopening Committee and the Chancellery/COO's Office on subsequent communications. The Liaisons will receive, collate and distribute information about the health of the campus community as compiled from the NYS daily health screening template (including data on positive cases). The Liaison will provide information on the health of the campus community to the SVC for Institutional Affairs and the Campus Reopening Committee, which can then prepare communications as needed.

SCREENING AND TESTING (Pg. 50)

The Liaison will receive, compile and report COVID-19 exposures, either via the submission of the NYS Daily Health Screening Template, or via campus screeners if an in-person screening is completed on campus.

The Liaison will make sure that faculty, staff, and students know they must not come in to work if they are sick, and must notify The Liaison via the template if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.

The Liaison will be responsible for managing the screening of building occupants (Students/Faculty/Staff/Visitors) on a daily basis. The Liaison will ensure that the screening process identifies individuals who should be further tested and prevent employees from intermingling in close contact with each other prior to completion of the screening. The Liaison will also refer to CDC guidance on “Symptoms of Coronavirus” for the most up to date information on symptoms associated with COVID-19.

The Liaison will ensure the information from the screening template can enable contact tracing, and should also provide the individual with resources on health care and testing, if applicable.

If an individual answers “yes” to any of the screening questions, the individual is instructed to return home. The campus screeners must immediately notify the The Liaison of any affirmative responses.

Any individual who screens positive for COVID-19 symptoms must be sent home to their residence or to the designated isolation or quarantine location with instructions or arrangement for health assessment and testing. The Liaison will immediately notify the Campus Coronavirus Coordinator who must ensure that the State and local health department are immediately notified about the case if the individual tests positive for COVID-19 (and notify the SVC for Institutional Affairs and the Campus Reopening Committee). Campuses will also provide the individual with information on healthcare and testing resources, if applicable.

In addition to daily screenings, The Liaison will require individuals to immediately disclose if and when their responses to any of the aforementioned questions changes, such as if they begin to experience symptoms, including during or outside of work hours. The Liaison will direct individuals to use the health screening template to self-report symptoms, in addition to notifying their supervisor or advisor.
SCREENING AND TESTING CONT. (Pg. 51)

- The Liaison will identify clearly defined measures that will serve as warning signs that infection may be increasing beyond an acceptable level. See Section I.C., ‘Operational Considerations for Reclosing in the Event of an Outbreak.’ The Liaison in consultation with the Coronavirus Campus Coordinator and Chancellery/COO’s Office may choose to scale back operations prior to instituting a campus-wide shutdown to help mitigate a rise in cases.

- The Liaison will ensure they are following all screening procedures as recently implemented at CUNY and outlined in the guidance, including instructions to employees on when to return home and when to return to work. Screeners must maintain a record of all staff who are screened, as well as if screening was passed or if the staff member was instructed to return home, provided no other health information is recorded or maintained. The Liaison will receive this information electronically (as will the SVC for Institutional Affairs). The Liaison will secure, review and provide this information to the SVC for Institutional Affairs and the Campus Reopening Committee. When not directly in use, all hard copy screening records will be kept in a locked office or drawer. Electronic records will be appropriately protected. Records will be secured and reviewed on a daily basis. The Liaison will coordinate with building managers to identify individuals who have completed a remote screening.

TESTING (Pg. 53)

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

TRACING (Pg. 53)

- If an individual tests positive for COVID-19, the Liaison will immediately notify the Campus Coronavirus Coordinator. The Coordinator will ensure that the State and local health department are immediately notified about the case (and notify the SVC for Institutional Affairs and the Campus Reopening Committee). They must also notify the Chancellery/COO’s Office and the Campus Reopening Committee. In the case of an individual testing positive, the Liaison must develop plans with local health departments to trace all contacts of the individual in accordance with protocols, training, and tools provided through the New York State Contact Tracing Program. Confidentiality must be maintained as required by federal and state law and regulations. Campuses must cooperate with state and local health department contact tracing, isolation, and quarantine efforts.

- State and Local health departments will implement monitoring and movement restrictions of infected or exposed persons including home isolation or quarantine.

- The Liaison will ensure that reporting plans are in place for individuals who are alerted that they have come into close or proximate contact with a person with COVID-19, and have been alerted to such exposure via tracing, tracking or other mechanism. The CDC-issued guidance on how to manage reporting can be found here: https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracingplan/data-management.htm.
The Liaison will refer to NYSDOH’s “Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure” regarding protocols and policies for employees seeking to return to work or class after a suspected or confirmed case of COVID-19 or after the individuals have had close or proximate contact with a person with COVID-19. The Liaison will establish close contacts with local health departments and establish a relationship with healthcare systems in the area for treating students and community members. The Liaison will assist in establishing protocols for communicating with students, parents, faculty and staff who have come into close/sustained contact with confirmed cases; and protocols for communicating directly and immediately with parents and community regarding cases and how the campus responded.

The Liaison will advise individuals who are sick and must go home or to a healthcare facility, depending on how severe their symptoms are, and follow CDC Guidance for caring for oneself and others.

The Liaison will advise on establishing procedures for safely transporting anyone who is sick to their home or to a healthcare facility. If you are calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19.

The Liaison in accordance with applicable federal, state and local laws and regulations, will immediately notify the Campus Coronavirus Coordinator who must ensure that the State and local health department are immediately notified about the case if the individual tests positive for COVID-19 (and notify the SVC for Institutional Affairs and the Campus Reopening Committee). They must also notify the Chancellery/COO’s Office, faculty, staff, and students immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA), FERPA and other applicable laws and regulations.

The Liaison through the New York State Contact Tracing Program, will inform those who have had close contact with a person diagnosed with COVID-19 to stay home or in their living quarters and self-monitor for symptoms, and follow CDC guidance if symptoms develop.

Individuals who believe they may have COVID-19 and are awaiting test results or have positive test results must notify their Liaison via the screening template. Through the New York State Contact Tracing Program, contact will be made with the individual to identify all members of the community who were in close contact during the time that the individual would have been contagious (Close contact means physical contact or being within six feet of a person for more than 10 minutes).
All faculty and staff are expected to perform their job responsibilities; however, employees should not be compelled to return to campus to complete work that the College determines can be accomplished remotely.

If the College determines that an employee’s work cannot be accomplished remotely, managers and supervisors should contact The Liaison for support in finding and implementing appropriate adjustments to the work schedule and/or workplace related to Covid-19 issues including, but not limited to, staggered and/or alternating schedules, temporary job redesign or task reassignment (within the parameters of existing job descriptions), physical space adjustments, staggered reporting/departing and other options. Changes in arrival and departure times and temporary job redesign options for staff members under a collective bargaining agreement must be discussed with and approved by the Office of Human Resources and, if appropriate, the Labor Designee prior to implementation.

In addition, BMCC will consider requests for certain leaves or work schedules by employees under the following circumstances: government imposed stay-at-home orders, health-care provider imposed self-quarantine because of certain vulnerability, self-quarantine because of Covid-19 symptoms, obligation to care for an individual subject to health-care worker required Covid-19 related quarantine or isolation order, or obligation to care for certain children under certain Covid-19 related circumstances. Such employees should notify their supervisors, and contact the The Liaison for support in determining whether their circumstances warrant such leaves or adjustments. (Note that such leaves may be with or without pay, or a portion of pay.)

Students and employees who believe that they have underlying health conditions that put them at greater risk for COVID-19 (i.e., as identified by the Centers for Disease Control) and wish to seek such an accommodation, may do so. Furthermore, employees may request such an accommodation if they are at higher risk to COVID-19 based on age in or for other reasons relating to their personal circumstances.


Employees who wish to request a reasonable accommodation under these Procedures should contact the Office of Human Resources at officeofhumanresources@bmcc.cuny.edu or the Director of Human Resources, Gloria Chao at gchao@bmcc.cuny.edu and submit this Reasonable Accommodation Request Form: [https://www.bmcc.cuny.edu/wp-content/uploads/ported/hr/upload/ReasonableAccommodation.pdf](https://www.bmcc.cuny.edu/wp-content/uploads/ported/hr/upload/ReasonableAccommodation.pdf).

Students who wish to request a reasonable accommodation should contact the Office of Accessibility at accessibility@bmcc.cuny.edu or 212-220-8180. The identified offices will engage in an interactive process with individuals who request an accommodation in order to identify an appropriate reasonable accommodation. (NOTE: CUNY prohibits retaliation against individuals for requesting reasonable accommodations or academic adjustments, appealing decisions concerning such requests.)
**BMCC Reopening and Operations Plan**

**Vulnerable Populations Protocols – Maria Deckinger (Human Resources)**

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<thead>
<tr>
<th><strong>STAFF SCHEDULING AND HR + PERSONS ON CAMPUS (Pgs. 29-30)</strong></th>
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<td>✓ BMCC also recognizes that employees may request changes to their work schedules or conditions for other reasons such as sharing childcare responsibilities with a Covid-19 essential worker. Employees with work modification requests that are not otherwise covered above should contact the Director of Human Resources, Gloria Chao at <a href="mailto:gchao@bmcc.cuny.edu">gchao@bmcc.cuny.edu</a>.</td>
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<td>✓ In addition to the options set out above, employees may be eligible for leave, time off or other workplace adjustment under various other CUNY leave policies, including those implementing the Family and Medical Leave Act (FMLA), the NYS Paid Family Leave: <a href="https://www.bmcc.cuny.edu/wp-content/uploads/2020/01/PFL-NYS-Care-for-Family-member_Technology.pdf">https://www.bmcc.cuny.edu/wp-content/uploads/2020/01/PFL-NYS-Care-for-Family-member_Technology.pdf</a>, and/or the Families First Coronavirus Response Act (FFCRA): <a href="https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf">https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf</a>.</td>
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<td>✓ In addition, in order to help meet their needs, employees may request a voluntary short-term reduction in hours, or use of their annual leave accrual balances in accordance with established Time and Leave policies after consultation and with the approval of their supervisor. More information on various leave programs is available on the Office of Human Resources Policies website: <a href="https://www.bmcc.cuny.edu/hr/policies/">https://www.bmcc.cuny.edu/hr/policies/</a>. Faculty and staff may contact the Office of Human Resources at: <a href="mailto:officeofhumanresources@bmcc.cuny.edu">officeofhumanresources@bmcc.cuny.edu</a> or Director of Human Resources, Gloria Chao at <a href="mailto:gchao@bmcc.cuny.edu">gchao@bmcc.cuny.edu</a> to determine whether there is an appropriate leave for an employee's situation and needs.</td>
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**FREQUENTLY ASKED QUESTIONS – STUDENTS**

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

- How do students schedule timed tests and quizzes for classes on campus and online? If you have competed the Professor notification form (see 2b.) and have been assigned the accommodation of double time for all timed quizzes and exams your professor will be aware that you are registered with the Office of Accessibility. If you are taking classes remotely you will send your professor a reminder e-mail a few days before your exam or quiz so your professor is able to adjust the parameters (time) on blackboard allowing your accommodation of double time. You will send this e-mail a few days before your scheduled exam or quiz and will include accessibility@bmcc.cuny.edu in the correspondence. If you have a timed exam or quiz on campus you will e-mail the Office of Accessibility a Release of Examination form. This form will be completed by you and your professor. You will e-mail this completed form to accessibility@bmcc.cuny.edu and a proctor will be arranged for you on campus or remotely. You will submit this form at least 5 days before your exam so a proctor can be arranged.

- What happens if I have classes on campus but I’m unable to come to BMCC because of an illness or a situation related to COVID-19? If a student is unable to attend an on campus lecture they will notify their professor. If available the professor will provide access to the class zoom link. If a student is unable to attend a lab, if available the professor will provide access to a link to the lab session. The issue of whether students can participate in a lab session remotely has to be explored and a procedure developed that meets program, accreditation, and other requirements. Please contact the Office of Accessibility at accessibility@bmcc.cuny.edu with any questions or concerns.

STUDENT ACADEMIC NEEDS OUT OF THE CLASSROOM

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

STUDENTS ACADEMIC NEEDS IN CLASSROOM

- Explore the provision of a virtual option to take courses that are offered face-to-face ensuring that program, accreditation and other requirements can be and are met by students attending virtually. Work out a plan to administer and proctor exams to vulnerable student populations virtually. Work with faculty to explore virtual options for students in vulnerable populations.

- Ensure that students who cannot attend these courses are not penalized once permission for them to participate virtually is approved. Provide access to technology to facilitate participation in virtual learning environment and support students with learning disabilities or difficulties with remote learning platforms.
FREQUENTLY ASKED QUESTIONS – EMPLOYEES

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

ADDITIONAL CONSIDERATIONS – DIRECT DEPOSIT ENCOURAGED

✔ While the college will continue its current practice of on-site payroll distribution, in an on-going effort to reduce the number of campus visits and to comply with occupancy density limits per current campus plan, and to protect themselves as well as vulnerable colleagues and students from potential exposure, all employees are strongly encouraged to enroll in direct deposit of payroll checks.
DISTANCING AND MASKS (Pg. 9)
- Public Safety will continue to monitor all community members accessing the campuses at the entry posts and while on patrol. Student ambassadors will provide assistance with friendly reminders to wear masks while on campus and maintain appropriate distance, to the extent feasible. Those seeking medical exemption will be referred accordingly.

LIMIT OCCUPANCY AND CONGESTION (Pg. 9 & 10)
- Public Safety will monitor areas subject to congestion to ensure compliance. Maximum occupancies will be monitored for compliance.
- The Liaison will coordinate with Safety Protocol Coordinators to address concerns noted by team members.
- The Liaison will identify of “unsafe spaces” to recommend appropriate action to be taken.
- The Liaison will monitor the elevator for max capacity compliance.

RECONFIGURED FLOOR PLANS (Pg. 10)
- Public Safety will limit entry points at main campus to 2 south and 1 north parking lot. Harrison Street strictly for exit only. Fiterman Hall will maintain Park Place for entering, while Barclay will be available to exit. Murray Street should maintain distinction between entering and exiting by placing stanchions separating the areas.

PERSONS ON CAMPUS (Pg. 30)
- The Liaison will coordinate access of contractors and vendors through loading dock. Ensuring compliance with PPE while on site.

PROTECTIVE EQUIPMENT (Pg. 37)
- Public Safety to receive instruction regarding College policies and safety plans. Identifying and recording violations and non-compliance. Issues of non-compliance will be recorded and referred in accordance with current procedures.

HYGIENE, CLEANING AND DISINFECTING (Pg. 37)
- Recommendation to provide College Community will capability of reporting COVID related safety concerns via google docs form and/or confidential email i.e. STS@bmcc.cuny.edu, (Stop the Spread). Daily review and forwarding to appropriate department for necessary attention (Academics, Human Resources, Public Safety, and Buildings and Grounds).

COMMUNICATIONS PLAN (Pg. 48)
- The Liaison will encourage all students, faculty, staff and visitors to adhere to CDC and NYSDOH guidance regarding the use of PPE, specifically face coverings when a social distance of 6 feet cannot be maintained, through verbal communication and signage.
- Public Safety personnel should be trained on campus policies and safety plans, as well as their enforcement, including identifying and recording violations and how to manage non-compliance.
FACILITIES AND GROUNDS (Pg. 34)
✓ Enhanced Cleaning
✓ The cleaning process for all facilities has been expanded and procedures and products followed and used are those recommended by the CDC, NYSDOH and vetted through the BMCC EH&S manager. All custodial staff will be following the guidelines listed below:
  - Wear disposable gloves when cleaning and disinfecting.
  - Wear skin protection and when necessary, eye protection for potential splash hazard.
  - Clean surfaces using soap and water, then use disinfectant.
  - Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.
  - Practice regular and routine cleaning and disinfecting of frequently touched surfaces as well as areas and items that have a level of use. Specifically, high touch surfaces will be targeted, these surfaces include but not limited to:
    - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
    - Restrooms – special attention will be paid to restrooms and the immediate areas outside the restrooms.

PROTECTIVE EQUIPMENT (Pg. 37)
✓ The Buildings and Grounds department will maintain and manage procurement and distribution of personal protection equipment (PPE). This stock will be primarily for essential staff working in the facilities and will also be available, to faculty, staff and students who require replacements for damaged or lost PPE.

HYGIENE, CLEANING AND DISINFECTION (Pg. 39)
✓ Cleaning and disinfecting contaminated areas
  - Close off the contaminated area(s).
  - If possible, open outside doors and windows to increase air circulation in the area.
  - All areas used by the person who is sick will be thoroughly re-cleaned and re-sanitized following the recommended procedures.
  - Staff will wait 24 hours before cleaning or if 24 hours is not feasible, they should wait the longest amount of time possible to start cleaning.
  - Reopening of the space will be determined by the Campus Corona Coordinator.
HYGIENE, CLEANING AND DISINFECTION (Pg. 39)

- At Restrooms, dedicated clean teams will be assigned to service the restrooms.
  - Restrooms will be checked and cleaned as needed every 30-45 minutes and deep cleaned daily. Cleaning will be done using touchless Kaivac system.
  - Restrooms not in use will remain locked and checked once a day to ensure there are no maintenance issues.
  - Paper towel dispensers will be installed to replace the hand dryers that have been removed or disconnected.
  - Appropriate waste disposal containers will be placed as needed.
  - Appropriate signage has been installed with reminders for social distancing and Covid-19 specific hygiene guidelines and will be maintained.
  - Hand sanitizer stations will be installed outside all restrooms.

- At Classroom cleaning and maintenance
  - Classroom furniture has been set up to reduce occupancy to meet the requirement for social distancing.
  - Classrooms will be deep cleaned a minimum of once a day and if possible, in between classes. At minimum furniture will be wiped down in between classes.
  - Air supply and returns will be cleaned daily.
  - All classroom door hardware will be checked regularly to ensure proper operation.

- At Main lobby, entrances and stairwells/elevator lobbies
  - All entry door glass and frames and stairwell door hardware will be cleaned once an hour or as needed.
  - All turnstiles will be cleaned at least once an hour.
  - Appropriate signage will be installed with reminders for social distancing and Covid-19 specific hygiene guidelines and will be maintained.

- At Vertical transport
  - Elevators will be cleaned every hour and deep cleaned once a day.
  - Hand sanitizing stations will be installed in all elevator lobbies as well as at each escalator landing.
  - Maximum occupancy signs will be placed inside and outside of the elevators. Maximum occupancy for all BMCC elevators will be 3 people.
  - Ultraviolet lights have been installed inside the south escalators units at 199 Chambers St and installation at the north bank and Fiterman hall is pending.
  - Appropriate signage will be installed with reminders for social distancing and Covid-19 specific hygiene guidelines and will be maintained.
### HYGIENE, CLEANING AND DISINFECTION (Pg. 39)

- The HVAC systems at our buildings will be operated normally which allows for up to a 10% increase of outside air (OA) to maintain consistent levels of comfortability. The current filtration system meets the recommended standards to reduce potential air transmissions. Listed below are steps taken and or which will be implemented in the event additional outside air is required:
  - Outside air will be increased by 5 to 10% maximum above the current maximum when required. The guiding factor will be the outside air quality. I.e. – humid air cannot be introduced because it would be detrimental to the inside air quality and environment as would cold air.
  - The existing windows will be repaired to allow the maximum opening. This will be done primarily at classrooms facing and have windows.
  - Air supply and returns in public areas will be cleaned once a week.
  - Fans in the library and Learning Resource Center will be removed or disabled. If a fan cannot be removed it will be disabled. Fans directly above or aimed at work areas will be removed.
- All plumbing fixtures including but not limited to public restrooms have been maintained and flushed on a regular basis to ensure working conditions of all non-touch fixtures.

### COMMUNICATIONS PLAN (Pg. 48)

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

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

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

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

CHILDCARE CENTER

Physical Distancing

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

Protective Equipment

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

Child Care Program and Camp Activities

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

For food services the center will:

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

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

Communication

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

Screening

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

There would be limited community client activity in theatre one only with the following restrictions occupancy will be in place:

- No audience will be in attendance.
- No more than 60 persons total in the physical space;
- No more than 15 persons total onstage;
- Everyone will maintain social distancing procedures as continued to be outlined by
  - BMCC, CUNY, NYC, NYS, and the CDC;
- Everyone will wear a face covering except when actually performing onstage;
- Everyone onstage will be following social distancing protocols when not wearing a face covering.
- It is anticipated that all technical and client service needs will be handled by TPAC /BMCC staff only and minimal production staff from a client.
- There will be no freelance ushers or technicians onsite.
- All entrances and exits will be controlled and screening requirements outlined by BMCC will be followed.
- All events will be scheduled in coordination with BMCC facilities and public safety;
- Administrative office personnel will follow BMCC protocols for entry onsite.

BOOKSTORE (BARNES AND NOBLES)

- At peak time, no more than 6 staff members will be on site at a time, during normal operations we will run with no more than 4 staff members.
- Students will order their requested books and school supplies via the internet with shipping. Limited curbside pickup will be available to students unable to receive UPS shipments.
- Students will be encouraged to return their rental books via UPS free of charge, however for those that request to return in person, we will check the books in on an outdoor campus area.
- Health screening will be done each day for each employee who comes inside the building and check sheets sent to the appropriate department at the Borough of Manhattan Community College.
- PPE will be required for all staff members that enter the building. Masks, gloves & hand sanitizer provided by the bookstore will be available to their staff.
BMCC Reopening and Operations Plan

Reclosing Plan

RECLOSEING PLAN

✓ Should BMCC need to close down operations after reopening, the same governance structure should apply as laid out in the reopening section of the plan. Decisions to shut down will begin with the Campus Coronavirus Liaisons who will report daily to the Campus Reopening Committee and to the Chancellery/COO’s Office on COVID-19 exposures. This data, along with local and state data and guidance, will guide the campus working with the Chancellery/COO’s Office’s on decisions as to closures. If the CUNY Board of Trustees calls for partial or full closure, campuses should activate their plans.

✓ BMCC and the Campus Reopening Committees will monitor a range of internal and external criteria when assessing whether a ramp down or closure of campuses is required.

✓ External monitoring criteria will include:
  - Federal, New York State, and New York City regulatory guidelines and mandates.
  - Infection/health system status at the local, state, regional and nation-wide level.
  - Status of resources and infrastructure to combat contagion (e.g., PPE, health system capacity, testing and tracing). Compliances of greater public with COVID-19 protocols (e.g., group gatherings, social distancing).
  - Reclosing status of neighboring universities.

✓ Internal monitoring criteria will include:
  - Spread of infection on campus (i.e. via data reported by Campus Coronavirus Liaisons - metrics on current caseload, new flu-like symptoms, spread).
  - Status of resources and infrastructure to combat contagion on campus (e.g. University health system capacity, PPE resources, Testing & tracing resources).

✓ BMCC will incorporate any guidance on relevant reclosure criteria provided by New York State as part of Phase 4 reopening guidance for Education institutions.

✓ BMCC internal monitoring will be informed by the requirement for students to self diagnose/report symptoms and faculty/staff to complete the NYS Daily Health Screening Template as well as the regular reports on COVID-19 exposures on their campus that should be provided by the Campus Coronavirus Liaisons to the Campus Reopening Committee and the SVC for Institutional Advancement.

✓ BMCC will monitor health conditions using the criteria above and look for warning signs that infection may be increasing.

✓ Per the governance arrangements, Coronavirus Campus Health Monitoring Liaisons have primary responsibility for collecting accurate and complete data about each individual on their campus with possible exposure to the coronavirus and for sharing that information with the Campus Reopening Committee and the SVC for Institutional Advancement.

✓ BMCC’s Health Monitoring Coronavirus Liaisons will report information from their campus as well as the online NYS Daily Health Screening Template.
RECLOSING PLAN

✓ With a confirmed COVID-19 case on campus, the campus will consider a short class suspension of up to 7 days for areas in which the positive occupant was present (see CUNY Guidelines for Safe Campus Reopening, Section III. B) along with building and facility closure to clean and disinfect. BMCCC will also contact the NYS Contact Tracer Initiative in consultation with local/State officials. Shutdowns may involve rolling campuses closures (e.g. of 14–28 days) as required by internal and external monitoring criteria (A Blueprint for Back to School).

✓ Ramp-down activities align with the level of community spread, with minimal or moderate spread requiring higher levels of cleaning and potential closure.

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

✓ BMCC will expect to only close buildings/areas within its particular campus if the suspected exposure or positive findings that occur reflect confidence in a low level of risk to the wider campus community. This will allow deep-cleaning and disinfection of buildings, premises or grounds. This will be coupled with notifications to potentially impacted students, faculty and staff, and ramp down measures being applied e.g. testing (referrals to City testing sites) and tracing of members of the campus community, moving classes to remote learning, asking employees to work remotely, etc. for the short duration of such limited closures (March 19, 2020 letter to staff from Chancellor).

✓ In the early phases of the outbreak, New York City experienced substantial community transmission in which individuals who had no known contact with infected individuals tested positive for the virus. Should there be a return of substantial community transmission, the BMCC community --students, faculty and staff-- should act as if they have been exposed: staying home and monitoring for symptoms. This would require a ramp down or shutdown of BMCC buildings and/or campuses to ensure BMCC does its part to protect the most vulnerable members of the community (March 20, 2020 letter from Chancellor). Such decisions will be made in consultation with the Chancellery/COO’s Office and local/State officials.

✓ The ramp down response to the local and community health situation within a campus, a community or the City as a whole, should be made following the governance process set in this document. Final decisions on shutting down particular buildings/areas within campuses, will be made by the Chancellery/COO’s Office in consultation with local/State authorities.

✓ BMCC expects to move forward and backward between the above stages, and to respond with targeted shutdowns of impacted buildings/areas if a person with COVID-19 is confirmed to have been on campuses, to clean/disinfect/contact trace in consultation with local health officials.
BMCC Reopening and Operations Plan

Reclosing Plan Cont.

RECLOSED PLAN

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