# BMCC Spring 2022 Repopulation and Operations Plan

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Dear BMCC Community,

With the start of the Spring 2022 semester, we eagerly resume in-person, hybrid, and online classes at BMCC. We do so with a clear awareness of the realities tied to the COVID-19 pandemic and the evolving challenges brought on by new variants. As a college community, we are making strides to bring in-person activities back to campus to encourage meaningful engagement that has always been associated with the traditions of the college experience. More of our faculty and staff will be returning to campus to reconnect with colleagues and extend the quality service that is expected from our students. I want to thank our faculty and staff for staying connected with our students and helping them find success inside and outside of the classroom.

This semester, students, faculty and staff will celebrate cultures and the arts with various heritage months scheduled throughout the spring, beginning with Afrikan Heritage Month in February. Also, on February 9, BMCC’s Advocacy and Resource Center (ARC) will be hosting a Welcome Back Fair in Richard Harris Terrace, an excellent opportunity for students to learn about ARC’s valuable resources including the Panther Pantry. Other services including the Library, the BMCC Bookstore and the cafeteria are open offering great spaces for our college community to study, shop and recharge.

BMCC’s Repopulation Steering Committee, designated liaisons, and operations teams have continued to meet to discuss on-going details including health protocols, facilities operations, and the latest guidance from Public Health Authorities, including but not limited to CDC, NYS and NYC Department of Health and CUNY policies and protocols. In addition BMCC has conducted and will continue to conduct community wide Town Halls for both Students and Staff in and effort to communicate ongoing planning and implementation, but more importantly to obtain feedback and address specific concerns from community members. For additional information, please visit the Reimagining Website.

As we bring life back to our campus and Re-imagine BMCC, we must continue to navigate wisely through the pandemic. I am confident that BMCC is prepared to do so. I encourage everyone to get fully vaccinated, get boosted and wear a mask properly. Taking these actions are the best ways for us to protect ourselves and each other from COVID-19. Remember to stay healthy by practicing positive self-care and learn about helpful tips and resources on the Resilience, Health and Wellness website. I wish you all a wonderful 2022 Spring Semester! Go Panthers!

Sincerely,
Anthony E. Munroe
President, Borough of Manhattan Community College
BMCC Spring 2022 Repopulation 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

Expanded Campus Reopening Steering Committee

All Academic Dept. Chair Persons
Student Representative (SGA)
Student Representative (SGA)
Kenneth Levinson (Faculty Gov.)
Roseann Ragone (Admin. Staff Rep.)
Benoit Couamin (Ops. Staff Rep.)
Siddharth Ramakrishnan (Research)
Mohammad K. Alam (Registrar)
Kathleen Offenholley (PSC)
Carletta M. Pogue (DC37/Local 384)
Byron Haynes (DC37/Local 1597)
Elba Pena-Amadiz (DC37/Local 2054)
Deborah Lane (DC37/Local 384)
Erwin J. Wong (Academic Affairs)
Marva Craig (Student Affairs)
Joseph Spadaro (IT)
Manuel Romero (Public Affairs)
Meryl Kaynard (Legal Counsel)
Gloria Chao (Human Resources)
Coronavirus Campus Liaisons

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

Specialized Program
(Michael Spath)

Facility Operations
(Eric Lugo)

Safety Protocols
(Michael Korn)

Health Monitoring
(Penelope Jordan)

Human Resources
(Maria Deckinger)

Communications
& Technology
Liaisons

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Gloria Chao (Human Resources)
Coronavirus Campus Liaisons
Coronavirus Campus Coordinator

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

• Serve as the Campus Safety Monitor, responsible for ensuring continuous compliance with all aspects of the Campus’s Repopulation Plan.

• Lead and coordinate the work of the Campus Expanded 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 following page) on COVID-19 exposures on campus and ensure that local health officials are immediately notified upon the identification of positive cases.

• Receive confidential reports from their campus population on issues with non-compliance with established safety practices as outlined on this plan.

• Support the work of Coronavirus Campus Liaisons in specific areas of responsibilities, such as Health Monitoring, Human Resources, Safety Protocols, Facility Operations and Specialized Programs.

• Work with the COO’s Office to be responsive to local health conditions and continuously monitor and modify the reopening approach as needed.
Coronavirus Campus Liaisons

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

- **Health Monitoring** – Manage all aspects of Testing/Reporting/Tracing/Tracking in coordination with CUNY mandatory **Weekly and Random COVID-19 Testing Programs**.

- **Human Resources** – Manage and assist all community members with protocols and reasonable accommodations.

- **Safety Protocols** – Manage all public safety regulations, including but not limited to compliance with building access requirements (Vaccination/Testing), visitor policy, masking, overcrowding, etc.

- **Facility Operations** – Manage all building operations, including but not limited to management of HVAC systems, Hygiene, Cleaning and Disinfection of Facilities, Space Setups and Procurement, Management and Distribution of Campus Wide PPE.

- **Specialized Programs** – Manage and assist in developing safety protocols for specialized program areas, such as but not limited to Childcare Center, Research Labs, Theaters, Art Gallery, Bookstore, etc.

After two weeks of operating under the safety practices outlined on this plan, liaisons must report back to the Coronavirus Campus Coordinator on how operations are working, with suggested revisions to the plans. The Coordinator in conjunction with the Expanded Campus Reopening Committee, working with the COO’s Office, and responsive to local health conditions, may then modify the reopening approach if necessary.
**Planning Principles and Goals**

Take appropriate steps to protect the health and well-being of every member of our community by adhering closely to current CDC, NYS & NYC Department of Health Guidance. Meet the requirements and procedures outlined in CUNY’s Spring 2022 Reopening Guidelines and continue to build on demonstrated practices of the past academic semesters, by enhancing all safety protocols and operating procedures, as we move towards normal building density to support a reimagined campus. Maintain planning and operational flexibility to adapt to the very dynamic nature of this global health crisis and associated guidance.

**CDC Guidance on Layered Prevention Strategies**

2. COVID-19 Vaccination Coverage: Students, Faculty and Staff.
3. Frequent SARS-CoV-2 screening testing program with high participation.
4. Any local COVID-19 outbreaks or increasing trends.

CUNY will continue to consider all of these factors to inform and update, when needed, the University’s approach to the following layered implementation strategies.

**Enhanced Safety Protocols**

- **Vaccination and Boosters** (Required and Facilitated)
- **Expanded Testing** (Required, Recommended and Facilitated)
- **Visitor Campus Access Policy** (Required and Facilitated)
- **Face coverings** (Required and Facilitated)
- **Physical Distancing** (Not Required)
- **Hand Washing & Sanitizing** (Recommended and Facilitated)
- **Tracing and Tracking Positive Cases** (NYS Contact Tracing Program)
- **Isolation and Quarantine** (CDC Guidelines)
- **Transmission Rates Monitoring** (BMCC and Local Community)
- **Signage & Monitoring** (High Traffic / High Occupancy)
- **Communication Strategy** (Training / Reporting / Safety Tracker)
- **Vulnerable Population Protocols** (Students/Faculty/Staff)

**Enhanced Building Operations**

- **Ventilation** (Layered Approach to Improving Indoor Air Quality)
- **Cleaning and Disinfecting** (High Touch Areas and Surfaces)
- **Facility Modifications/Upgrades** (Instructional Spaces)
- **Physical Barriers** (Tempered Glass Barriers at Public Facing Desks)
- **Outdoor Areas** (Maximizing Use of Outdoor Space)
Students and Faculty Vaccination Mandate: BMCC will continue to implement and enforce the requirement for students and faculty (Includes all staff members represented by PSC and ECP) to be fully vaccinated for COVID-19 for any In-Person and On-Campus activity, including but not limited to instructional programs. Students and Faculty will continue to upload their vaccination documentation (including boosters) when required via CUNYfirst ahead of visiting the campus. BMCC is committed to providing religious and medical exemptions as required by law and in compliance with CUNY wide policies and procedures.

On-site Vaccination and Boosters: During the spring semester, working closely with NYC DOH (Mobile Vax Vans on Campus), BMCC will continue to facilitate free and convenient access to COVID-19 vaccines and boosters. “The vaccines are the best tool we have to protect ourselves, our loved ones and members of our community against becoming gravely ill with COVID-19” Chancellor Matos Rodriguez.

Staff Voluntary Disclosure of Vaccination Status: BMCC will continue to support and assist all staff members in uploading their vaccination documentation via CUNYfirst on a voluntary basis, avoiding mandatory participation in CUNY’s weekly COVID-19 testing program.

Digital Vaccination Campus Access Pass (Cleared4): For all fully vaccinated CUNY students, faculty and staff, the University has provided a digital tool (Cleared4) that can validate your vaccination status and facilitate your campus access. Look for a Cleared4 email from no-reply@cleared4work.com that is sent to your contact information (as specified in CUNYfirst) after you have successfully uploaded and received approval on your vaccination documentation via CUNYfirst. Follow the link included in the email to complete the registration necessary to obtain your Digital Access Pass. Please check your spam folder if you do not see an email from Cleared4.
BMCC Spring 2022

- **Weekly Testing Program**: BMCC will continue to require a Negative PCR COVID-19 Test, performed at any of the CUNY COVID-19 Testing Sites within the last 7 days, for all staff that cannot demonstrate proof of full vaccination, in order to enter any BMCC facility. This requirement also applies to students and faculty members that have a CUNY/BMCC approved religious or medical exemption. All testing results will be managed via the Cleared4 Digital tool; registration required.

- **Random Surveillance Testing Program**: BMCC will continue to require all community members (Vaccinated and Unvaccinated) to participate in this screening testing program as an effective tool to mitigate the spread of COVID-19. For Spring 2022, the testing pool and frequency has been increased in response to the anticipated higher building occupancy and recent virus surge in the city. Campus access will be suspended for those that have been selected and are non-compliant within the identified testing time frame. All testing results will be managed via the Cleared4 Digital tool; registration required.

- **Anytime Testing**: CUNY has expanded access to testing for all CUNY community members at any of the CUNY COVID-19 Testing sites, regardless of vaccination status or previous participation in any of the mandatory testing programs. Expanded testing access will assist those that have been potentially exposed or are experiencing symptoms. Testing is free and conveniently available at any of the 19 CUNY testing sites, no appointment necessary. All testing results will be managed via the Cleared4 Digital tool; registration required.

- **Student Athlete Testing**: All student athletes will be required to submit a negative PCR COVID-19 test, prior to returning to campus.

- **Rapid Test Availability**: On a limited basis and as means of screening individuals requiring unanticipated/urgent campus access, rapid tests will be available at CUNY testing sites and selected locations on campus. Details and availability forthcoming.
**BMCC Spring 2022**

Enhanced Safety Protocols – Campus Visitor Policy and Protocols

- **Vaccination or Negative PCR Test:** BMCC will continue to require proof of full vaccination or a Negative PCR COVID-19 Test, performed within the last 7 days, for anyone intending to enter any BMCC facility. Visitors requests from faculty and staff, will be managed via the BMCC Visitor Portal and require a minimum of 48hr to review an approve all relevant documentation, which will be processed via the Digital Access Pass Cleared4, registration required.

- **Visiting Athletic Teams:** For safety protocols and updates regarding CUNY’s athletics programs, see the CUNY Athletic Conference Return to Sport Plan, which includes the requirement that all athletes produce a negative test before returning to campus for Spring 2022 semester.

- **Facility Rentals:** BMCC will continue to require proof of full vaccination or a Negative PCR COVID-19 Test, performed within the last 7 days, for any visitor intending to enter any BMCC facility, and, consistent with NYC requirements, proof of vaccination for anyone to enter the TPAC theaters or the pool/gymnasiums. All documentation will be processed via the Digital Access Pass Cleared4, by using dedicated registration tags that will facilitate the management and control of uploads and approvals.
BMCC will continue to enforce the NYS universal indoor mask mandate. This mandate is subject to modification based on changing vaccination statistics and coronavirus transmission rates. For the time being, everyone, regardless of vaccination status, must:

- Wear a face mask inside all BMCC facilities. This includes while taking classes, working in a non-enclosed space such as a library cubicle or other open seating, regardless of physical distance from others. Wear a mask outdoors on campus when unable to maintain physical distance from others (for example, while attending a gathering or sporting event).

- The only exceptions to the mask wearing requirement inside are:
  - If a fully vaccinated person is alone in an enclosed space such as an office, conference room, or dorm room.
    - This exception does not apply to anyone who is not yet fully vaccinated. Those individuals must wear masks indoors and outdoors at all times while on campus, including in enclosed spaces.
  - Briefly while eating or drinking, provided strict social distancing is maintained.

- Face coverings for COVID-19 purposes, include, but are not limited to, multi-layer, well-fitting masks with no gaps, that are comfortable, and that cover your nose and mouth. People at increased risk of exposure or developing severe COVID-19 should consider wearing a higher-grade mask.

- BMCC will make available as necessary, adequate face coverings for employees and, to the extent available, adequate face coverings for students. Those seeking masks should contact Public Safety and/or, if an employee, their Direct Supervisor.
• As part of BMCC educational campaign on the proper use of face coverings, the office of Public Affairs has developed training videos and signage to inform all community members (students, faculty and staff) on how to put on and take off face coverings.

• BMCC will provide adequate face coverings for a number of instructional functions that may benefit from a specific type of face covering, such as face shields, clear face coverings and, in some cases, higher grade PPE for the clinical aspects of particular academic programs.

• As part of our monitoring and enforcement protocols, BMCC has created and will continue to support the successful partnership between the Office of Public Safety and Student Affairs to employ students as Safety Protocols Student Ambassadors to assist in the monitoring of adherence to face covering requirements throughout the campus.

• BMCC also monitors, through the use of video surveillance in all common areas, adherence to safety protocols and issues non-compliance reports to all relevant supervising parties (students, faculty and staff) for corrective measures and awareness.

• BMCC will continue to support the anonymous reporting of safety protocol non-compliance via online via this link.
BMCC Spring 2022
Enhanced Safety Protocols – Physical Distancing

Because students and faculty are expected to be fully vaccinated in the Spring 2022 semester (except for those granted medical or religious exemptions (who are required to test weekly)), **physical distancing will not be a required safety measure** for classroom, educational settings, and administrative support spaces. People who are not fully vaccinated should continue to practice physical distancing whenever possible and always wear a face covering.

Students and faculty account for the largest occupant load (group) in all of our facilities. A large number of staff have also voluntarily uploaded their proof of vaccination, increasing even further the percentage of fully vaccinated occupants in our buildings. With this in mind and considering the many other layers of protection outlined in this document (including Testing Programs, Face Coverings, Improved Indoor Air Quality, Expanded Cleaning and Disinfecting Protocols), **BMCC will not operate under a reduced occupant load** and instead ensure adequate distancing in high density spaces (such as classrooms) by utilizing a higher unit of measure per occupant between 25 to 30sqft, instead of the standard 15 to 20sqft utilized prior to the pandemic. Administrative spaces by function utilize a much higher unit of measure (60 to 100sqft) per occupant to determine overall room capacity and therefore can provide adequate spacing.
• **Touchless soap dispensers and faucets** are available in every restroom on campus in addition to the reinstallation of paper towel dispensers and the removal / disabling of hand dryers. Appropriate waste disposal containers have been placed as needed.

• Numerous **hand sanitizing stations** have been strategically installed around campus as a convenient and supplemental way of reducing the spread of germs. Hand washing is always recommended and more effective against the spread of germs. Sanitizing stations have been installed in computer labs, near restrooms, stairways and all building entry points.

• **Sanitizing wipes** will be provided in all instructional and administrative spaces that require the use of equipment by multiple users, such as computer labs, science labs, research labs and all other spaces with similar functions. The availability of sanitizing wipes will allow the user to disinfect the equipment prior to and after use, reducing the spread of germs.

• As part of the BMCC educational campaign on **frequent and proper hand washing**, the Office of Public Affairs has developed instructional videos and signage to encourage all community members (students, faculty and staff) to wash their hands frequently for at least 30 seconds and to use hand sanitizer when convenient.

• BMCC will distribute, on a limited basis, portable personal hand sanitizing bottles to community members.
• Reporting of all positive cases impacting the BMCC community will continue to be managed by the Health Monitoring Coronavirus Liaison, who will immediately notify the Campus Coronavirus Coordinator. The Liaison will ensure that the State and local health departments are immediately notified about the case, as well as the SVC for Institutional Affairs at CUNY. In the case of an individual testing positive, the Liaison will assist and depend on local health departments for tracing all contacts of the individual in accordance with protocols, training, and tools used by the New York State Contact Tracing Program. Confidentiality must be maintained as required by federal and state law and regulations. BMCC will continue to aid in the identification of exposures, and notification of close contacts, as appropriate, of exposure as soon as possible after being notified that someone in the campus has tested positive or been diagnosed with COVID-19. Through the New York State Contact Tracing Program, appropriate outreach to close contacts will be made, and unvaccinated individuals will be notified that they are required to self-quarantine.

• The Liaison will continue to advise individuals who are sick and must go home or to a healthcare facility, depending on how severe their symptoms are, to follow CDC Guidance while caring for oneself and others. The Liaison has established procedures for safely transporting anyone who is sick to their home or to a healthcare facility.

• Through the New York State Contact Tracing Program those who have had close contact with a person diagnosed with COVID-19 will be advised to stay home or in their living quarters, self-monitor for symptoms, and follow CDC guidance if symptoms develop (see quarantine section in the following pages).
Monitoring and Reporting Positive Cases

- Individuals who believe they may have COVID-19 or have positive test results must notify the Liaison via the BMCC reporting tool. Through the New York State Contact Tracing Program, contact will be made with the individual to identify members of the community who were in close contact during the time that the individual would have been contagious. Close contact meaning physical contact or being within six feet of a person for more than a total of 15 minutes.

- Reported positive cases impacting the BMCC community will also be reported on the BMCC Dashboard which also provides a direct link to the CUNY COVID-19 Safety Tracker for additional information and historical data.

- The Health Monitoring Coronavirus Liaison will also evaluate, in collaboration with the Coronavirus Coordinator and other relevant Liaisons, the level of exposure to others within the community as a result of a reported positive case. If deemed necessary, based on this evaluation, a communication will be emailed to all impacted community members acknowledging the potential exposure and providing guidance on monitoring symptoms or potentially getting tested.

- Based on the determined level of exposure the BMCC Coronavirus team in coordination with CUNY will make a determination on any additional steps that need to be considered or taken to reduce the potential of internal spread.
Isolation is necessary when you have been infected with the virus, even if you don’t have symptoms. Everyone who has tested positive, regardless of vaccination status must:

- Stay home for 5 calendar days (day 0 is your first day of symptoms, or the day of your first positive test if you do not develop symptoms).
- If you have no symptoms or your symptoms are resolving after 5 days, you can leave your house and return to campus as scheduled.
- Continue to wear a well-fitting mask around others for 5 additional days.
- If you have a fever, continue isolation until you are fever-free for 24 hours without the use of fever-reducing medication.
- If you are severely ill with COVID-19 you should isolate for at least 10 days. Consult your doctor before ending isolation.

Quarantine may be necessary when you were potentially exposed to the virus, depending on your vaccination status and health risk.

Population
- If you have received a booster, OR
- Completed the primary series of Pfizer vaccine within the last 5 months or Moderna vaccine within the last 5 months, OR
- Completed the primary series of J&J vaccine within the last 2 months OR
- Tested positive for COVID-19 with a viral test within the previous 90 days and subsequently recovered and remain without COVID-19 symptoms

What to do:
- Wear a well-fitting mask around others for 10 days.
- Get tested at least 5 days after your close contact (the date of your exposure is considered day 0); if you test positive, stay home and isolate per guidelines above.
- If you develop symptoms, get a test, stay home and follow the isolation guidelines above.
Population

- If you have completed the primary series of Pfizer vaccine over 5 months ago or Moderna vaccine over 5 months ago and are not boosted, OR
- Completed the primary series of J&J over 2 months ago and are not boosted, OR
- Are unvaccinated.

What to do:

- Stay home for 5 days. After that continue to wear a well-fitting mask around others for 5 additional days.
- If you are unable to stay at home you must wear a well-fitting mask for 10 days.
- Get tested at least 5 days after your close contact; if you test positive, stay home and isolate per the guidelines above for isolation.
- If you develop symptoms, get a test, stay home and follow the isolation guidelines above.
- Do not travel during your quarantine period.

Travel

- All individuals should follow the CDC domestic travel recommendations and international travel recommendations before reporting to work or campus and notify their manager in advance of the travel dates and should quarantine be required.
BMCC will monitor NYS COVID-19 infection rate metrics and local testing metrics that will be considered in determining the need to scale back or shut down campus operations. BMCC has developed a scale down of activities plan to respond rapidly to any adjustments necessary, based on the above monitoring and guidance by the NYS and NYC Departments of Health and the University. BMCC will rely on previously developed shutdown plans and consult the Reclosing Protocols: CUNY’s Guide for Safely Closing On-Campus Operations, for additional information on criteria for scaling back and/or shutdown protocols.

CUNY Central Office will consult with campus leadership to determine the best course of action for scaling back campus activity. Final decisions on shutting down particular buildings/areas within campuses, individual campuses, or multiple campuses, as appropriate, will be made by the Chancellery/COO’s Office in consultation with local/State authorities.

In addition, BMCC and CUNY will continue to monitor community spread and adhere to CDC guidance in determining any additional safety protocols required for safe, in-person operations.

The NYSDOH COVID-19 tracker/dashboard will be the primary source of data for tracking transmission at the regional and city levels.

The BMCC COVID-19 Dashboard and CUNY COVID-19 Safety Tracker informed by the daily reporting of positive cases within the college community will be the tool utilize to not only inform the COVID-19 management team.
• **Digital and physical signage** supporting all relevant safety protocols has been developed and deployed in all campus facilities. Physical signage has been placed along paths of travel, common areas, classrooms and spaces with large gathering capacities.

• **A focal digital signage** strategy is being deployed at the Main Campus by installing large digital video walls at strategic and impactful locations, such as the main building entrance to improve impact of message and communication and reduce the visual clutter that smaller screens and physical signage can create.

• **Video surveillance** in common areas of the building, will assist the Public Safety team in identifying and correcting non-compliance issues, such as congestion in common areas, non-compliance with face coverings and access control.

• The **Expanded Reopening Steering Committee** will continue to meet frequently and at every critical stage of the repopulation plan to assess and evaluate any operational, safety and programming concerns, providing clear guidance on any necessary adjustments.
The Public Affairs team in close coordination with the COVID-19 Operations team has developed a comprehensive communication plan for the entire BMCC community available online through our Reimagining Website, Social Media outlets, and onsite by means of electronic and paper signage. The Reimagining Website communicates every aspect of our reopening and repopulation plan, including regular updates on critical aspects of the operations, such as number of reported positive cases within the BMCC community via the COVID-19 Dashboard. The website also provides access to our approved reopening and repopulation plans.

Educational videos have also been developed and made accessible to the community on critical issues such as Vaccination, Building Ventilation and other Safety Protocols.

BMCC has also held and will continue to hold, a number of Town Halls for students, faculty and staff, with all sessions being recorded and made available on the Reimaging Website.

Vaccination awareness information and resources are located at the front page of the Reimagining Website with active links to vaccination sites and information from the CDC on the approved vaccines and boosters. BMCC continues to provide vaccination clinics on campus (Fiterman Hall and CITH) working with the NYC Department of Health.

BMCC has appointed the Executive Director of Public Affairs as the lead in coordinating all COVID-19 related communications and necessary coordination with their Campus Coronavirus Coordinator and the Chancellery/COO’s Office.
Students Academic Needs Outside the Classroom

BMCC offers options for students at higher risk for severe illness that limit their exposure risk (e.g. virtual learning opportunities). Information about all academic services can be found on our website. We will continue to offer academic support services virtually including tutoring and supplemental instruction. We will also continue to offer peer mentoring virtually, and continue to serve the needs of high school students in programs, including College Now, Upward Bound and others, virtually.

BMCC will: Continue to explore the provision of a virtual option to take courses that will be offered in-person, 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.

BMCC will: Ensure that students who cannot attend in-person courses are not penalized once permission for them to participate virtually is approved. Continue to 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 - Students

How do I request a reasonable accommodation?

Students who wish to request a reasonable accommodation should contact the Office of Accessibility at accessibility@bmcc.cuny.edu or 212-220-8180. They will engage in an interactive process with individuals who request an accommodation in order to identify an appropriate reasonable accommodation.
Frequently Asked Questions – Students Cont.

How do I register with the Office of Accessibility?

For the latest information on the Office of Accessibility please visit their website. There you will find information on the registration process (including the forms needed to register with the office), the services the Office of Accessibility provides on and off campus, and other helpful information. Please e-mail your completed application and documentation to Nicole Leach at nleach@bmcc.cuny.edu. If you have any question about the registration process, or the services the Office of Accessibility provides please contact accessibility@bmcc.cuny.edu or 212-220-8180.

How will students receive their accommodations for in person classes and hybrid classes?

After your application has been approved, the Office of Accessibility will send you an e-mail listing the accommodations you have been assigned. This e-mail will also include the contact information of Office of Accessibility staff such as the Learning Specialists and/or the Assistive Technology Specialist, LEADS counselor, and Project REACH coordinator. The Office of Accessibility will also direct you to the "professor notification form." You will complete this form at the beginning of each semester. On this form you will list your name and CUNYfirst ID. You will also include your course/s (classes), along with their section and your professor/s name. After completing the form, e-mail it to accessibility@bmcc.cuny.edu (Please do not submit this form until all of your professors are listed on CUNYfirst). The Office of Accessibility will then contact your professor via e-mail, and will inform them of your accommodations.
• Frequently Asked Questions – Students Cont.

How do students with accommodations schedule timed tests and quizzes for classes on campus and online?

If you have completed the Professor notification form 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 and complete the COVID-19 reporting form if relevant. 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.
• **Staff Scheduling and HR + In-Person Work**

All faculty and staff are expected to perform their job responsibilities with their assigned work hours. Managers and supervisors should provide a full coverage of their operation with in-person and remote services.

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. Employees wish to request such leave 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.

• **Reasonable Accommodations**

BMCC is committed to providing reasonable accommodations and academic adjustments to allow qualified individuals the opportunity to participate in programs, activities and employment. The following procedures apply to reasonable accommodations and academic adjustments in connection with:

- a disability,
- pregnancy, childbirth, or a medical condition related to pregnancy or childbirth,
- religious practices, and
- status as a victim of domestic violence, sex offense or stalking
• **Reasonable Accommodations Cont.**

Students and employees may consider requesting accommodations they might need. In addition, students and employees who believe that they have underlying health conditions that put them at greater risk for COVID-19 (i.e. as identified by the Centers for Disease Control) and wish to seek such an accommodation, may do so. The process for an employee or student seeking an accommodation is governed by the [CUNY Procedures for Implementing Reasonable Accommodations and Academic Adjustments](#).

**Employees** who wish to request a reasonable accommodation under these Procedures should contact the Office of Human Resources at [officeofhumanresources@bmcc.cuny.edu](mailto:officeofhumanresources@bmcc.cuny.edu) or the Director of Human Resources, Gloria Chao at [gchao@bmcc.cuny.edu](mailto:gchao@bmcc.cuny.edu) and submit the Reasonable Accommodation Request Form.

**Students** who wish to request a reasonable accommodation should contact the Office of Accessibility at [accessibility@bmcc.cuny.edu](mailto:accessibility@bmcc.cuny.edu) or 212-220-8180. They 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.)
Frequently Asked Questions - Employees

What if I’m unable to get vaccinated or wear a required face covering?

If an employee is unable to get vaccinated or 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.

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 with a 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 a mask/shield that they are responsible for maintaining or replacing if it is destroyed or lost.

Will I need to complete a mandatory Return to Work training video before visiting campus facilities?

All individuals who have been scheduled to be on campus facilities are required to complete mandatory Return to Work training video via Blackboard or video link.
<table>
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<tr>
<th>BUILDING</th>
<th>LAYER 1 (Centralized Filtration)</th>
<th>LAYER 2 (Centralized Disinfection)</th>
<th>LAYER 3 (Increase Volume of Outside Air)</th>
<th>LAYER 4 (In-room UVC Disinfection)</th>
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<tr>
<td>Main Campus (MC)</td>
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<td>UVC @ AHUs</td>
<td>Applicable (Refer to Vent. SOP) + Operable Windows in Classrooms</td>
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<td>Fiterman Hall (FH)</td>
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<td>125th Street</td>
<td>MERV 13</td>
<td>N/A</td>
<td>N/A</td>
<td>Applicable (Refer to UVC unit Type)</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>UVC Type A &amp; B</td>
</tr>
</tbody>
</table>
BMCC’s Environmental Health and Safety Officer has developed and constantly reviews the list of cleaning and disinfecting supplies that have been deemed effective against the spread of COVID by the EPA. All cleaning and sanitizing purchases must be reviewed and approved by BMCC’s Environmental, Health and Safety Officer prior to issuance of Purchase Order. The Buildings and Grounds team in collaboration and coordination with the EHS officer will continue to adhere closely to recommendations by the CDC and NYSDOH in regards to cleaning and sanitizing protocols.

BMCC is using UVC technology to effectively and efficiently disinfect all surfaces as part of our after hours cleaning protocols, please refer to Ventilation UCV Type E for additional information.

UVC Technology has been deployed in all escalators to constantly sanitize the hand rails, allowing user to hold on with confidence. Relevant signage has also been deployed to convey this message.

Deep cleaning of restrooms using touchless Kaivac units will be performed on a daily basis, after hours.

All custodial team members will be provided with adequate PPE on a daily and as needed basis, including but not limited to disposable gloves, eye protection and face coverings.

According to the latest CDC guidance, although possible to spread infection through surfaces, in most situations, the risk of infection from touching a surface is low. The most reliable way to prevent infection from surfaces is to regularly wash hands or use hand sanitizer.
Filter Replacement Process at BMCC’s AHUs

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

![Video still](#)

**MERV Ratings Range**

From 1 = Least Efficient to 20 = Extremely Efficient

![MERV ratings diagram](#)

**Filtration @ BMCC**
BMCC Spring 2022
Enhanced Building Operations – Ventilation Layer 2 (Centralized Disinfection using UVC)

Germicidal UVC Light System @ BMCC’s AHUs

- Installation of these disinfecting systems is ongoing and expected to be completed during the Spring 2022 semester at Main Campus and Fiterman Hall.

- UVC has been used safely in hospitals since the 1950’s to deactivate airborne pathogens.

- Increases the buildings RESILIENCE against transmitting diseases through the ventilation system where they can breed on the wet and dark cooling coil. This is supported by the ASHRAE Airborne Infectious Disease Position Document of 2014 and the renamed Airborne Infectious Aerosols in April 2020.

- Increases the buildings SUSTAINABILITY by keeping the cooling coils disinfected and clean. This provides optimal heat transfer and static loss across the cooling coil, reducing energy usage and fan horsepower required to meet load requirements.

- Increases the overall AIR QUALITY of the building immediately up start-up.
Strategies to Increase Volume of Outside Air

- Implementation of Temporary SOP to increase the amount of Outside air in the building to provide the BMCC community as safe an environment as possible. This temporary Standard Operating Procedure will be followed on days when the building is open and monitored through the use of daily logs.

- Repair of classroom previously sealed shut windows at Main Campus classroom for safe operation and added ventilation flexibility.

Temporary Standard Operating Procedure – COVID19 Fiterman Hall

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

1. Between the hours of 3 PM and 6 AM the engineering staff will operate all air handling units with the outside air bypass damper set to 100% for a minimum of 6 hours.

2. To protect the college community and the building infrastructure, this procedure will be adjusted if:
   a. The outside air temperature is below 45°F
   b. The outside air temperature is above 80°F
   c. The relative humidity of the outside air is greater than 50%
   d. When it is raining (to avoid damage to the air filters)
   e. There is an air quality alert for hazardous atmospheric conditions
   f. There are adverse outside air conditions such as smoke from a nearby building, fire, odors from nearby construction activities, or a heavy dust condition

3. It may be determined through operating experience that these conditions may need to be changed, or new conditions added. If so, this procedure will be altered accordingly.

4. The engineering staff will keep a daily log on the attached form indicating:
   a. If this procedure was followed or
   b. If the procedure was not followed and the reason why

5. The Chief Engineer will email a copy of the completed log every Monday to the EHS Officer (mspath@bmcc.cuny.edu) copying the Chief Administrative Superintendent (elavare@bmcc.cuny.edu) and AVP of Facilities and Planning (pyafar@bmcc.cuny.edu).
BMCC Spring 2022
Enhanced Building Operations – Ventilation Layer 4 (In-room UVC Disinfection Type A)

**UVC Type A (Aurora UV Air Fan)**

- Wall mounted units deployed in all classrooms without operable windows to increase the level of air disinfection in the classrooms.
- Safe and quiet continuous operation in occupied classrooms (44 db).
- Effective and Efficient with minimal maintenance.
**Enhanced Building Operations – Ventilation Layer 4 (In-room UVC Disinfection Type B)**

**UVC Type B (rZero Air Disinfecting Unit)**

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

*Doesn't capture. Kills.*

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

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

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

*FDA-Cleared.*

In between high-power disinfection cycles with Arc, Arc Air is another layer of protection from pathogens while spaces are occupied.
BMCC Spring 2022
Enhanced Building Operations – Ventilation Layer 4 (In-room UVC Disinfection Type C)

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

Borough of Manhattan Community College
Campus Planning and Facilities
UVC Type D (Whisper – UV Air Fan In Room)

- Ceiling Mounted and deployed in small spaces with concentrated occupancy, such as elevators and restrooms.

- Can reduce significantly the risk of exposure in confined spaces such as elevators, allowing increased capacity in elevator cabs, eliminating the need for physical distancing restrictions.

- Elevators are a critical component of our vertical transportation system in effectively and efficiently managing the flow of occupants within our vertical campus.

- Proven UV light reduces up to 99.9% in contaminant load.

- 24 hours continuous operation time, in occupied and non-occupied spaces.

- 18,000 hours ozone-free pure quartz 254nm UV-C lamps.
UVC Type E (Arc – Surface and Air Disinfection)

- Use to disinfect both Air and Surfaces in Classrooms and open plan office spaces.
- Only used when the room is un-occupied and as part of the cleaning and disinfecting protocols at the end of the workday.
- Used only by trained facilities custodial team members equipped with adequate PPE as recommended by the unit manufacturer.
- Have full 360-degree motion sensors to turn off the unit if someone accidentally enters the space.
- Can disinfect an average sized classroom in 6 minutes.
- Each room has been evaluated to determine how long the cycle must be to deliver the required energy and if the space requires the unit to be put in multiple locations to cover the space.
- Have been tested with UVC indicators to determine the proper cycle time has been used.
BMCC Spring 2022
Enhanced Building Operations – Facility Modifications/Upgrades (Classroom Renovations)

Increased Classroom Capacity and Improved Ventilation

- BMCC embarked on a renovation campaign to improve the distribution of ventilation within a critical set of classrooms by replacing the original inadequate light fixture/air distribution system with industry standard ceiling supply and return grilles. At the same time these ventilation improvements have offered the opportunity to improve overall lighting distribution and significantly reduce energy consumption.

- Classroom upgrades have also been performed to increase classroom space by combining two small classrooms (>400sqft) into one functional and flexible larger classroom (900sqft) with improved ventilation, lighting and technology that can support a variety of instructional modalities, including hybrid and high flex.
Tempered Glass Barriers for Additional Protection

- As an added layer of protection for all public facing desk areas, BMCC has deployed and will continue to install tempered glass barriers. Tempered glass barriers are easy to maintain and do not present a fire hazard as Plexiglas type barrier can.

- UVC air disinfection is also provided as an additional layer of protection in these public facing areas. Refer to Ventilation section on this plan for additional information.

- Hand sanitizing stations are also installed adjacent to these transactional desk areas to provide a convenient way to reduce the spread of germs.
Reimagining Outdoor Spaces

- As an urban campus BMCC has limited options for outdoor program. In the process of reimagining our campus and revitalizing our existing outdoor spaces,
ACADEMIC PROGRAMS AND SUPPORT SERVICES

ACADEMIC PROGRAMS
- Honors Program
- Success Programs
- Student Research

ACADEMIC SUPPORT
- Academic Advisement & Transfer Center (AATC)
- Academic Calendar
- Blackboard
- Computer Labs
- Connect2Success
- OpenLab
- Randolph Library
- Study Space Guide
- Tutoring
- Testing Office

LEARNING OPTIONS
- Evening/Weekend Programs
- BMCC Off-Site Programs
- E-Learning Courses

REGISTRATION AND FINANCIAL SERVICES

PANTHER STATION »

REGISTRATION AND RECORDS
- Bursar
- CUNYfirst
- Schedule Builder
- DegreeWorks
- Graduation / Commencement
- Registrar
- Transcripts

SCHOLARSHIPS AND FINANCIAL SUPPORT
- Financial Aid
- MoneyWorks
- Scholarships
- Advocacy and Resource Center
- Discounts
- Work Study

STUDENT ENGAGEMENT AND LEADERSHIP

LEADERSHIP, INVOLVEMENT AND SERVICE
- Athletics and Recreation
- Co-Curricular Transcript (CCT)
- National Society of Leadership and Success
- Peer Mentoring Program
- Student Activities and Clubs
- Student Government Association (SGA)

INTERNSHIPS AND EXPERIENTIAL LEARNING
- Experiential Learning
- Study Abroad
- Year Up

NEW STUDENT PROGRAMS
- First Year Experience (FYE)
- Getting Prepared to Start (GPS)
- Panther Partners
STUDENT RESOURCES

STUDENT SUPPORT SERVICES
- BMCC Association
- Career Development
- Counseling Center
- Early Childhood Center
- Immigrant and Undocumented Student Support
- International Students
- LGBTQIA+ Services
- Office of Accessibility
- Office of Compliance and Diversity
- Project Impact
- Veterans Resource Center
- Women’s Resource Center

CAMPUS SERVICES
- BMCC Express
- Bookstore
- Food Services @ Main Campus Only
- E-Mail
- Events Calendar
- Fitness Center
- Health Services
- ID Card
- Public Safety
- Swimming Pool

STUDENT ENGAGEMENT AND LEADERSHIP

Leveraging the consolidation of Enrollment Services at our Panther Station (Main Campus/Entrance Level). The Panther Station will offer a blend of In-person and virtual services.

- Students unable to schedule an appointment ahead of time will be able to access relevant resources and assistance via a self-service station located outside the Panther Station and can connect there through a virtual zoom session with a live panther team member to assist.
- In-person assistance will always be available to the student population that may encounter technology challenges at any time during their enrollment process.