



LEHMAN COLLEGE, CUNY

Return to Campus Phase 1 and 2 Plan

With the safety of our College community as our guiding principle, we recommend a multi-phased return, one that ensures we protect all members of our community while slowly re-populating our campus.

Submitted By:
The Return to Campus Phase 1 Working Group
Phase 2 Task Force on Campus Reopening: Academic
Continuity and Student Support

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Lehman College, CUNY – Return to Campus Phase 1 and 2 Plan

Lehman College's New York Forward Business Affirmation submitted 7/31/2020 at 12:45 pm

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NOTE: CUNY Campus Reopening Checklist submitted separately.

Preface

Unlike our departure from campus, which was quickly completed in a two-week time period, we have the ability to carefully plan a phased return to campus, being mindful of and incorporating requirements of the Center for Disease Control (CDC), NYS Department of Health, New York Forward Higher Education Guidelines, CUNY and NYC DOHMH. There are many aspects to consider in planning a safe return to the campus. First, and foremost, is ensuring the safety and well-being of our students, faculty, staff, and visitors to campus.

It is important to note that Lehman College, CUNY is a commuter campus that prides itself on its diversity and commitment to multicultural understanding. For this reason, we value the input of all members in our community as we develop guidelines that are safe and inclusive.

Background

Return to Campus Phase 1 Working Group

The Return to Campus Phase 1 Working Group was established to identify the concerns and potential problem areas associated with reopening the campus, and to recommend solutions to guide the plans for a safe return to campus. The working group includes the Vice President for Administration and Finance and representatives from Campus Planning and Facilities, Human Resources, Information Technology Resources, Environmental Health and Safety, Public Safety, Student Affairs, Enrollment Management, the President's Office, Media Relations, Office of Research and Sponsored Programs, a CLT and two PSC HEO representatives. Following is the committee's report and recommendations.

Guiding Principle

With the safety of our College community as our guiding principle, we recommend a multi-phased return, one that ensures we protect all members of our community while slowly re-populating our campus. Where possible, we will continue to minimize on campus presence with no loss of functionality, or minimal acceptable loss of functionality, by continuing to telecommute. Once cleared to start a phased return, at each step in the return, new groups may be cleared to return to campus, and campus buildings. Progression to a higher step will be contingent on the successful completion of the previous step.

Plan Goal

To have the minimum number of persons on campus as possible to not impact (while maximizing) college operations or interfere with the education of our students until such time as a COVID-19 is no longer a public health threat in New York. To limit and minimize the number and duration of in-person and person-to-person interactions to reduce the risk of COVID—19 spread.

The Phase 1 Plan

This plan includes the phase 1 return to campus for increased essential personnel including maintenance, operation and IT personnel, who must be physically present to perform their jobs, as well as administrative staff, and researchers who must be physically present to perform their jobs or to conduct research activities. Subsequently, the phase 2 return to campus for a limited numbers of on-campus hybrid classes, class labs, clinical experiences and testing.

Campus-wide Policies, Guidelines, Requirements, Protocols and Procedures

The following is a list of policies, guidelines, requirements, protocols and procedures that must be in place in front of the return to campus and followed while on campus:

- **Policies & Procedures:** Responsible party: Human Resources
 - Remote Work policy (CUNY)
 - HR Guidelines – Attachment
 - Requesting exceptions and accommodations
 - options for faculty, staff and students at higher risk for severe illness
 - options for faculty, staff and students with childcare issues
 - Monitoring of health conditions and reporting
 - Mandatory Requirements - safe social distancing, masks, face-coverings and/or PPE, hand hygiene, cough/sneeze etiquette, employee surface cleaning
 - Requirements to return to work after a positive COVID-19 test or after exposure to someone who has tested positive for COVID-19 - Refer to DOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" regarding protocols and policies for individuals seeking to return to work or class after a suspected or confirmed case of COVID-19 or after individuals have had close or proximate contact with a person with COVID-19
 - Daily mandatory remote screening of everyone prior to coming to campus – utilize either a paper form, an electronic form or an app (subject to CUNY) that will provide daily screening prior to leaving home for those entering the campus. Since developing this plan, CUNY has announced the purchase of an app for remote screening. Once implemented, Lehman will exclusively utilize the app for pre-screening everyone prior to coming to campus. Currently B&G utilizes a paper form for custodians, unskilled and skilled labor. Where possible, we will convert to the app. Anyone needing a paper form will be provided with one.
- **Enforcement of Mandatory Requirements and Reporting Violations:** Responsible party: Human Resources & Administration and Finance
 - For your safety and for the safety of all workers, faculty, students and visitors on campus, masks or face-coverings are not optional, they are mandated by Governor's Executive Order and are a requirement to be on the Lehman College campus.
 - The Governors Executive Order #202.16 directs employers to provide employees in the workplace with masks or face-coverings that must be used – Lehman will provide masks and/or face-coverings. It is each departmental director, supervisor, chair and/or manager's responsibility to ensure that there are adequate supplies for all, and are issued to all employees working on campus each week. The Governors Executive Order #202.17 directs any individual who is over the age of two and able to medically tolerate a face-covering must cover their nose and mouth with a mask or cloth face-covering when in a public place and unable to maintain, or when not maintaining social distance. The Lehman College campus is a public place, in all shared spaces, including campus walkways, entrances and all building lobbies, hallways, bathrooms, elevators, and other spaces that are not your private office or

workspace that is not a shared space. Employees must wear masks or face-coverings in shared locker rooms, bathrooms and workspaces.

- If there is a medical reason an employee cannot wear a mask or face covering, it must be reported to HR, so an alternative method (i.e., face shield) may be provided to the employee.
- We have a zero-tolerance policy and anyone not complying will first be removed from campus to protect the college community with progressive discipline following.
- To anonymously report violations of the mandatory face-coverings or other requirements in this return to campus document to the Department of Administration and Finance and the Department of Human Resources, please use the follow link: <http://www.lehman.edu/lehman-campus/index.php>

● **Facility Protocols:** Hygiene, cleaning & disinfecting: Responsible party: Facilities/Buildings & Grounds

- B&G Custodial Staff are on campus preparing for the return of staff and faculty. Below is a summary of the cleaning protocol.
- B&G custodial staff are cleaning and disinfecting on a daily basis using an EPA registered anti-viral disinfectant.
- Daily logging and reporting of cleaning and disinfection
- Hand sanitizer stations are located at building entrances and high traffic areas as well as elevator lobbies on each floor of every occupied building.
- Public Areas
 - All floors are being stripped, waxed and disinfected over the summer. Public area floors are disinfected daily. All high touch surfaces in public areas are cleaned and disinfected twice daily including:
 - door pulls/knobs
 - elevator panels/buttons
 - stair handrails
 - bathrooms
 - drinking fountains
 - outdoor tables and chairs
- Offices
 - All hard surface office floors are being stripped, waxed and disinfected over the summer. All office carpeted floors are being shampooed over the summer.
 - Office door hardware disinfected daily.
- B&G staff do not clean personal items or phones and computers. Phones and computers are cleaned by individuals or by IT staff. Hand sanitizer wipes will be provided by B&G for office use. IT has alcohol wipes for use on keyboards.
- Bathrooms
 - Bathrooms in occupied areas are cleaned and disinfected twice a day. C-fold paper towels will be placed in bathrooms in occupied areas. Bathrooms in unoccupied areas are cleaned and disinfected daily.
- Instructional Spaces
 - B&G Custodial staff began regular disinfection of classroom and Laboratory high touch surfaces and floors in March before the campus closed to non-essential staff. Over the summer all classroom and laboratory floors are being stripped waxed and disinfected. All surfaces in instructional spaces will be thoroughly cleaned and disinfected again before use.
- Mechanical Equipment:
 - All air handlers have been power washed, disinfected and filters changed. Occupied spaces with central mechanical systems have had the outside dampers set to allow the maximum intake of outside air.

- Verify all bathroom exhaust fans are fully operational.
- Maintain HVAC systems operational continuously in occupied spaces.
 - The current protocol varies from pre-COVID19 cleaning protocol in the following ways:
 - The number and types of surfaces that are cleaned and disinfected, as opposed to just cleaned, and the frequency with which high touch surfaces are cleaned/disinfected.
 - The high percentage of cleaning staff per occupied area allows for more intensive and repeated cleaning.
- Hygiene, Cleaning and Disinfection: response to suspected or confirmed exposure or positive COVID test:
 - Upon notification from the COVID Coordinator, Facilities to immediately close and lock space
 - Clean and disinfect all bathrooms and adjacent spaces, hallways, lobbies and high touch surfaces
 - Follow CDC guidelines:
 - wait 24 hours before entering space to clean and disinfect
- **Preparedness:** Responsible Parties: Departmental Directors, Chairs and Managers
 - Determine if all staff have what they need to effectively work remotely
 - Departmental Directors, Chairs and/or Managers to survey staff and report needs to Divisional Vice President or School Dean.
- **Sourcing and securing adequate supplies:** Responsible party: Facilities, B&G, and Purchasing
 - PPE for everyone on campus
 - PPE supplies will be delivered to designated locations identified by departments. Supplies must be requested from Facilities via e-mail to robin.auchincloss@lehman.cuny.edu on a weekly basis identify the # of staff, faculty and/or students that will be in a location to quantify PPE needed.
 - Public Safety has a supply of masks at each open gate to provide to anyone needing.
 - Hand sanitizer supplies
 - Disinfecting wipes
 - Supplies will be delivered to designated locations identified by departments. Supplies must be requested from Facilities via e-mail to robin.auchincloss@lehman.cuny.edu identify the # of staff, faculty and/or students that will be in a location weekly to quantify supplies needed.
 - Hand soap
 - Paper hand towels
 - Disposable keyboard covers and keyboard/devices disinfecting wipes
 - Plastic screens to separate areas in situations requiring face-to-face interactions or where safe distancing is not possible
 - Signage
 - Cleaning and disinfecting supplies
 - Equipment needed for remote work
 - Current Inventory of PPE and Cleaning and Disinfecting Supplies: inventor usage and monthly need are shown in the table on the next page.
 - Purchase orders have been issued to Grainger and other vendors for additional and ongoing supply needs. Inventory and monthly need is shown on the next page.

	UNITS	6/24/20	7/7/20	7/20/20	7/29/20	1 month
Masks Washable grey		500	500	500	440	60
Masks Washable white		500	500	500	500	0
Masks - Reusable		1000	1000	950	940	60
Masks K or N95	10/box	4890	4890	4680	4640	250
Masks R95	120/box					0
Masks - 3 ply	60/box	3000	3000	2350	2300	700
Masks- Blue Cone	50/box	300	300	300	300	0
Masks - Face Shields						0
Gloves XL (prs)	50 prs/box	500	500	400	400	100
Glove-L (prs)	50 prs/box	2500	2500	2500	2500	0
Gloves-M (prs)	50 prs/box	4500	2000	1200	1250	3250
Glove-S (prs)	50 prs/box	500	500	250	250	250
Wipes - disinfecting	6 tubes/case (96 wipes /tube)	24	24	18	15	9
Sanitizer - for dispensers		28	28	28	24	4
Sanitizer - EPA approved	64 oz bottles		42	24	21	-21
Tyvec Suits XL						0
Tyvec Suits L		75	75	60	60	15
Tyvec Suits M		120	120	100	100	20
Tyvec Suits S						0
Tyvec Suits		195	195	160	160	35
Keyboard Covers	Each			100	100	-100
Desk mounted acrylic screen	Each			5	5	-5

NOTE: Anticipated PPE and supplies needed/month is shown in the last column.

- **Communication Plan:** Responsible party: Media Relations
 - Phased return
 - Safe Social Distancing and Safety
 - Town Halls, video messaging, handouts and signage and web-page, email and text messages
 - Reporting procedures
 - Contact tracing procedures
 - Repeated communications reminding of the requirement to wear masks or face-coverings in public spaces and all shared spaces, safe social distancing, proper hand hygiene, cleaning and disinfecting guidelines, cough/sneeze etiquette, stay home if you feel sick, etc., and visits scheduled by appointment only.
 - Set date/time to be established, dedicated to for at risk populations (faculty, staff & students) requiring services.

- List of outside resources – for example, (NYC.gov/covidtest; <https://www.nychealthandhospitals.org/test-and-trace/> and “NYS Contact Tracing” (518-387-9993).
- If the need to close again, utilize the same communication processes/plan
- **Signage:** Responsible party: Facilities, B&G and Print Shop and Purchasing
 - Safe Social Distancing Reminders
 - Elevators – one person per trip
 - Bathrooms – one person at a time
 - Shared office space – stagger work schedules to ensure safe distancing
 - Public spaces – masks or face-coverings must be worn at all times
 - Hallways, where needed directional signage, and masks or face-coverings must be worn at all times
 - Safe social distancing markers in common gathering or waiting areas masks or face-coverings must be worn at all time
 - Signage at hand sanitizer stations, visibly soiled hands should be washed with soap and water, hand sanitizer is not effective on soiled hands.
 - Hand Washing Reminders – Hand Hygiene
 - Wear Mask or face covering reminders
 - Cough/Sneeze Etiquette
 - If Sick – Stay Home
 - Cleaning protocols
 - Wiping down equipment and work surfaces
 - Install signage at entrances/exits, bathrooms, lobbies, elevators and heavily used areas.
- **Training:** Responsible Party: Environmental Health and Safety - handouts, signage, videos, etc.
 - How to properly wear a mask or face covering, how to remove a mask or face-covering and how to properly dispose of PPE
 - Gloves – when and how
 - Proper hand washing
 - COVID 19 FAQs
 - Outline procedures for dealing with infected individuals in the moment
 - NYS Training
 - Keeping a safe workspace
 - Safe social distancing
 - Cleaning and disinfecting your workspace
 - Limiting duration of face-to-face interactions
- **Controlling & Limiting Campus Access and Screening:** Responsible party: Public Safety and Designated Screeners: critical to know who is on campus, when and where
 - Maintain accurate lists of essential staff and non-essential faculty, staff and/or students, visitors and contractors working on campus. Notify Facilities of the location of all individuals on campus.
 - Limit gates that are opened – Gates 5, 8 & 13 only, manned by Public Safety Officers at all times.
 - Install card readers at the open gates for contactless check-in to campus for staff, faculty and students.
 - Screeners must immediately report “Yes” answers to daily screening form to HR and the Campus COVID Coordinator, who will immediately notify the Return to Campus Committee and the Campus COVID Liaison who will immediately notify CUNY SVC for Institutional Affairs and local health officials. HR will follow-up with the employee and take other actions as required.

- Secure and implement an app for screening prior to coming to campus – The Public Safety Officer posted at the gate will verify the person has an approved entry. If the app is not in place, utilize electronic or paper screening until the app is procured and implemented.
- Screeners will collect and record data – Screeners will provide weekly updates to HR and HR will report the aggregate data to the Return to Campus Committee and to CUNY.
- Visitors must be invited, are by appointment only and will pre-screen prior to visit.
- Screeners:
 - Researchers – Dean of Natural and Social Science
 - B&G – Administrative Superintendent of B&G
 - Information Technology – AVP of IT and Manager
 - Public Safety – Highest ranking officer on duty (Sargent or Lieutenant)
 - Everyone else – Director of Administrative Services
- **Scheduled use and appointments:** Responsible party: IT and Departments. IT to expand use of Q-less system and departments to schedule visits by appointment only for students and other visitors, if in-person services are required (we expect to be mostly remote):
 - IT Open Center
 - Bursar
 - Financial Aid
 - Registrar
 - Admissions – Undergraduate and Graduate
 - Counseling Center
 - Health Center
 - Tutoring Center
- **Contact Tracing** – The Campus COVID-19 Task Force established the protocol for reporting community members (faculty, staff and students) and visitors or contractors with exposures or who tested positive after having been on campus. This protocol will remain for the duration of the COVID-19 pandemic and applies to all phases of reopening.
 - Designate a Campus COVID Coordinator - VP for Administration and Finance report potential exposure or confirmed illness to:
 - Screeners must report daily on COVID exposures as reported on the screening questionnaire to the Campus COVID Coordinator who will report to the Coronavirus Campus Liaison and to the Return to Campus Committee.
 - Campus COVID Managers:
 - College faculty and staff – Human Resources
 - Visitors and Contractors – Public Safety and Campus Facilities
 - Students – Dean of Student Affairs
 - The College COVID managers must report positive cases and exposures of persons on campus to the College COVID Coordinator who must immediately notify the Campus Coronavirus Liaison, who will notify the CUNY SVC for Institutional Affairs as well as notify and cooperate with State and local health departments with contact tracing efforts, including the notification of potential contacts who had close contact with the individual.
 - Work with local health departments to trace all contacts of the individual
 - Reactivate the COVID Response/Implementation Team – Meet weekly online to review procedures and the implementation of the plan to address any issues that come up on a daily basis and to implement the response to a positive case on campus. Include a public health expert in this team.
 - Reporting:

- Bi-weekly, or more frequently as needed, departments with staff or students on campus must report to the campus re-opening committee on status and suggested revisions.
- Campus Liaison will report to COO's office.
- **Shared office space:** Responsible party: Unit Directors, Managers, Chairs
 - Ensure a minimum 6 ft. distance outdoors and in well ventilated spaces, 10 ft. is preferable indoors, and between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are within 6 ft. of one another, personnel must wear acceptable face coverings. Any time personnel are in a shared office of any size, they must wear acceptable face coverings.
 - Tightly confined spaces, such as shared office space, will be occupied by only one individual at a time, and occupancy of all offices will be kept at 25% of their maximum capacity. Higher capacities will be allowed as circumstances permit and a record of close compliance is demonstrated. All spaces and occupancies on campus will be limited to a maximum of 25% of normal capacity. It is important to note that Administrative functions will not return to campus, they will remain fully remote for Fall 2020.
 - Institute staggered work shifts to minimize staff in the office at the same time – based upon the ability to employ safe social distancing – Department directors, managers and/or chairs to determine schedule.
 - Physical barriers – plastic screens where needed when staff cannot work staggered shifts or maintain safe social distancing.
 - If needed, relocation to larger spaces, i.e., potential one-stop in the East Dining Room.
- **Safety Equipment:** Responsible party: Facilities, Procurement. Identify location and appropriate type, source, and procure method to safely separate staff in face-to-face interactions or where safe distancing is not possible
 - Plastic screens
 - Air flow control or barriers if needed
 - Face shields
 - Physical barriers
 - Tape markings
 - Signage
- **Public Spaces:** Responsible party: Facilities, B&G. Maintain low density numbers, 25% of maximum capacity and implement safe social distancing, **NOTE:** only outdoor public spaces will be available for use. Indoor public spaces will remain locked.
 - Facilities will establish furniture layouts for B&G to arrange furniture to maintain social distancing based upon plans developed by Facilities
 - Bathrooms - limit the number using the facility at same time through signage and/or blocking off those stalls and lavatories that will not be in use.
 - Limit the # of persons on elevators to 1 at a time
 - Foodservice – grab and go, or phone-in/email order for pick up – coordinate with foodservice vendor. After the plan was submitted our vendor advised that they will not be providing foodservice.
 - Dining rooms and cafeterias will be closed. We will encourage in-office or outdoor seating for meals
 - Encourage eating outdoors when weather permits. B&G to arrange furniture to maintain safe social distancing of 6' minimum
- **Mailroom and Central Receiving:** Responsible party: Facilities, B&G, Mailroom & Central Receiving
 - Install plastic divider at door to mailroom
 - Deliveries and drop-off – driver to notify receiving and leave packages at the loading dock or if B&G is unloading, driver is to remain in the truck. Current process is delivery company calls receiving and a member of the team goes to the loading dock with a platform truck and the driver passes the boxes to

staff. If it is a large delivery (determined once the driver calls Receiving), then the delivery drop box is used to off load packages. Looking to replace with a lockable, secure drop box for contactless delivery.

- An existing roll-up gate will be utilized as a pick-up window for those persons who come to retrieve their mail & small packages
- **Print Shop:** Responsible party: Facilities, B&G, Print Shop
 - Sneeze Guard to be placed on the half-door where staff come to retrieve print jobs
 - Mobile standing computer workstation with keyboard tray – to maintain 6 – 8ft. distance between each operator – currently operators share one desk
- **College vehicle use** – Responsible Party: Auto Mechanic, B&G, Public Safety. One employee at a time, unless all employees in the same confined space of the vehicle are wearing face coverings. Occupancy must never exceed 50% of the maximum space capacity.
 - Vehicle to be cleaned and sanitized after each use
 - Driver to wear gloves
- **Gatherings:** Responsible party: Entire Campus Community
 - Continue to utilize virtual group events, gatherings or meetings. Limit group size if an in person is required and promote safe social distancing – whenever possible virtual gatherings should be conducted.
 - Limit non-essential visitors, and activities involving external groups or organizations as much as possible.
- **Special Consideration Areas/Space:** Responsible party: Facilities and User Group. Utilize safe social distancing in areas – Facilities to determine what the maximum occupancy will be in each location. Where possible, delay opening until a later date due to difficulty in maintaining a safe and disinfected environment.
 - Child Care Center –See Attachment for plan for operation. This Child Care facility has remained open. The operator has been in contact with Sherry Cleary of OAA, who advised that we should submit the plan with the College’s overall plan. Copy of email discussion is included at the end of the plan.
 - Art Gallery will remain closed through fall 2020.
 - IT Open Center –Since development of this plan, and because so few classes will be held on campus, the IT Open Center will not open Fall 2020.
 - Theatres – currently not included in Phase 4 of NYC reopening
 - Recreational Facilities/APEX – limited use of pool, fitness center and weight room. Currently not included in Phase 4 of NYC reopening.
 - Performing Arts Center – currently not included in Phase 4 of NYC reopening and will remain closed through fall 2020.
- **Visitors and Vendors:** Responsible party: Public Safety or manager coordinating vendor visit.
 - Must complete a health screening prior to entering the campus.
 - Construction teams conducting own screening program per NYC Department of Buildings Requirements and NYS Department of Health guidance documents.
- **Travel:** Responsible party: Offices of the Provost, Student Affairs, Purchasing.
 - All non-essential university-related international and domestic travel is indefinitely suspended at this time, this includes the suspension of all Spring 2020, Summer 2020 and Fall 2020 study abroad and incoming and outgoing foreign exchange programs. It also includes all CUNY-sponsored student international travel, and non-credit travel under the auspices of CUNY or any CUNY college or student organization. International travel in non-CUNY credit-bearing programs is discouraged. Please know that pursuing these types of programs will be deemed a private undertaking and is not eligible for CUNY’s international travel insurance so students would need to certify they would be responsible for any and all limitations that may be associated with their personal travel insurance and understand that CUNY assumes no responsibility for liabilities resulting from high-risk travel. Additional information is provided in the [ITG Travel Guidelines](#).

- Quarantine on Return from Authorized and Personal Domestic Travel.
 - Pursuant to the [Governor's Executive Order 202.45](#), CUNY faculty, staff and students entering New York from a state with a positive test rate higher than 10 per 100,000 residents, or higher than a 10% test positivity rate, over a seven day rolling average, and which the Commissioner of the NYS Department of Health has designated as meeting these conditions as outlined in the [advisory issued pursuant to the Governor's Executive Order 205](#), are required to quarantine for a period of 14 days consistent with NYS Department of Health regulations for quarantine. The requirements of the travel advisory do not apply to any individual passing through designated states for a limited duration (i.e., less than 24 hours) through the course of travel.
 - New Hires and Visiting Scholars: This also applies to new hires and visiting scholars coming from outside New York. However, short-term visits from states that meet the standard of Executive Order 202.45 should be postponed until further notice, unless they can comply with the 14-day quarantine requirement.
- **NYC DOE High School Students on Campus** – The High School of American Studies and the Celia Cruz High School of Music must submit approved individual and DOE plans. Those plans will be reviewed for consistency with Lehman, CUNY & NYS guidelines. No HS activity on campus will be allowed until approval of their plans is granted.
 - Protocols
 - Safe Social Distancing – limiting number of students in one location
 - High School must develop /conduct screening program as part of reopening plan
 - DOE & NYCDOHMH guidelines
 - **Bookstore – will remain available on line and will not open for retail operation with customers on campus.**
 - Follett's [COVID-19 Safety Procedures](#) document is used by the store manager to train staff and ensure the campus store is healthy and safe environment. This is for employees of Follett, not Lehman College.



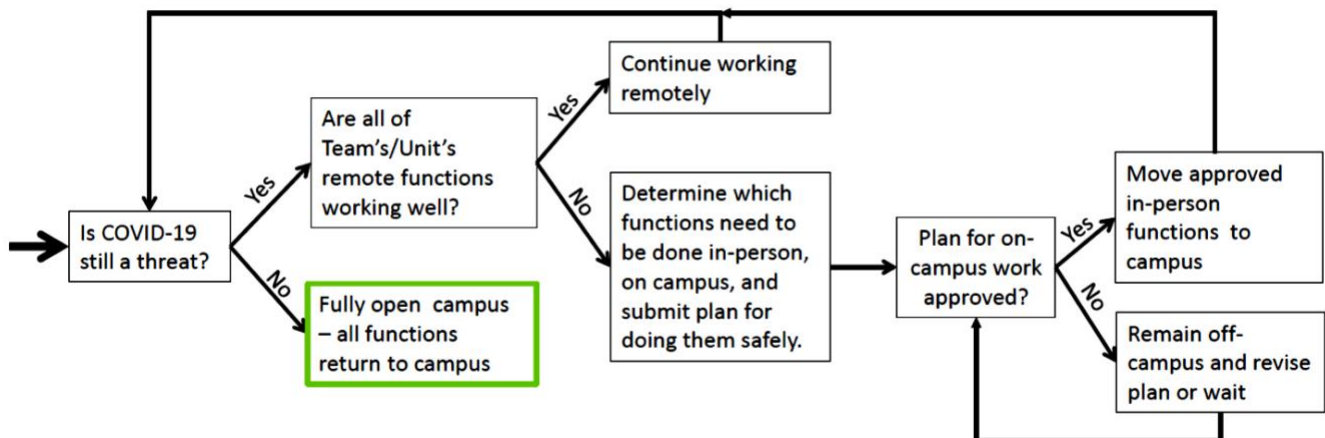
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- **Monitoring**
 - The Chancellery/COO's Office and the Campus Reopening Committees will monitor a range of internal and external criteria when assessing whether a ramp down or closure of campuses is required.
 - External monitoring criteria include:
 - Federal, New York State, and New York City regulatory guidelines and mandates
 - Infection/health system status at the local, state, regional and nation-wide level.
 - Status of resources and infrastructure to combat contagion (e.g., PPE, health system capacity, testing and tracing)

- Compliance of greater public with COVID-19 protocols (e.g., group gatherings, social distancing)
 - Reclosing status of neighboring universities.
- Internal monitoring criteria includes:
 - 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)
- Internal monitoring will be informed by:
 - the requirement for students and faculty/staff to complete every day in which they plan to come to campus, the NYS Daily Health Screening Template, or the CUNY screening app when it becomes available.
 - regular reports of individual COVID-19 exposures on the campus that will be provided by the Campus Coronavirus Liaisons to the Campus Reopening Committee and the SVC for Institutional Advancement.
- Campus COVID Coordinator will monitor health conditions using the data described immediately above, and look for warning signs that the number of infections may be increasing unacceptably.
- Buildings/areas will be closed in the case of suspected exposure or positive findings. This will allow deep-cleaning and disinfection of the affected buildings, premises or grounds. This should be coupled with tracing followed by notifications to potentially impacted students, faculty and staff, and referral of potentially exposed individuals to City testing sites. Accommodation to the closure would include moving classes to remote learning, or asking employees to work remotely, etc. for the short duration of such limited closures
- **Be Prepared to Leave (Again):** Responsible party: COVID Response/Implementation Team, President's Cabinet
 - The COVID Response/Implementation Team will implement the same exit strategy utilized when we left campus in spring, if the exposures or infection rates on campus increase or if the local health situation deteriorates or community spread is occurring on campus. If such a situation appears imminent, the campus will review the available data and consult with the Chancellery/COO's Office, local/state officials and health authorities to determine whether the campus needs to ramp down.
 - External: Relevant regulatory guidelines and infection / health system status (e.g. mandates based on CDC/State guidance)
 - Internal: Infection / health system status on campus (e.g. Spread of infection on campus, Status of resources and infrastructure to combat contagion on campus)
 - Internal: Adherence on campus (e.g. compliance by students, staff, faculty, and local community members) with campus COVID-related policies and procedures)
 - Verify faculty and staff have what they need to teach and work remotely
 - Communicate and execute the re-exit strategy when needed after return and upon Governor's directive. Communication will be via broadcast email, live briefings, campus-wide notices and posting on the College's web-page.
 - Should there be a return of substantial community transmission, the campus 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 CUNY buildings and/or campuses to ensure CUNY does its part to protect the most vulnerable members of the community.

Phase 1 – A Phased Return to Campus

Goal: To have the minimum number of persons on campus as possible to not impact college operations or interfere with student's academic progression until such time as a vaccine is in place. To limit and minimize the number and duration of in-person and person-to-person interactions to reduce the spread of COVID—19.

Decision flow for on-campus functions



The decision tree leads to a decision about whether remote operation is resulting in satisfactory performance or not, and if it is not, to the submission of a plan for on-campus operations that must be approved. Risk assessment is integral to the development of the plan to move an operation onto campus and also to the approval process. Even if it is determined that an operation is not functioning satisfactorily via remote operation, it can only be moved onto campus if the health risk of doing so can be minimized sufficiently and the plan for doing so is approved. Every area of the campus must utilize this decision flow process in an iterative fashion, making any changes from remote to on-campus activity only if the risk-benefit analysis yields a satisfactory conclusion.

Phased approach to slowly and responsibly reopen the campus: Responsible parties: Vice President for Administration and Finance and Director of Campus Planning & Facilities.

Phase 1.a. – Category 1 criteria: Preparing the campus for staff return – two to three weeks prior to “official, approved” return date.

Governor Cuomo’s opening plan places the College in the last category, #4, in NYC, which will happen 6 weeks after category/phase 1 in NYC. Research activities were approved to restart in Phase 2 and were approved to begin at Lehman on Monday, July 20, 2020.

Begin preparations for a phased return two-three weeks prior to the anticipated return date – the first week of category/phase 2 return in preparation for research return to campus and throughout the Governor’s category/phase 3.

- Implement the afore listed requirements
- Increase staffing on campus for building & campus maintenance, operation, safety and critical functions: B&G, Public Safety, Mailroom & Central Receiving, and as necessary IT.
- All B&G, Public Safety, IT and Mailroom and Central Receiving staff have completed the Health and Safety COVID-19 training.

- Screening is done daily with reports submitted as follows:
 - B&G to the Administrative Superintendent of B&G
 - Public Safety to the highest-ranking officer on duty (Sergeant or Lieutenant)
 - All others to the Director of Administrative Services.
- Prepare the campus for staff return
 - Flush all water systems in all buildings (sinks, toilets, drinking fountains, etc.)
 - Verify all mechanical systems are in proper working order, disinfect and change air filters
 - Increase outside air in all mechanical systems to the maximum
 - Increase cleaning and disinfecting of all public & high touch areas adhering to hygiene, cleaning, and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH). Develop logs that include the date, time, and scope of cleaning and disinfection and identify cleaning and disinfection frequency for each facility type and assign responsibility.
 - Install signage in all buildings and on campus
- Begin regular and frequent communication to the college community about phased opening and how we will operate
- Include in Thursday briefings and IG Live sessions

Phase 1.b. – Category 2 criteria: Research returns to campus

- Researchers returned to research labs based upon the approved Lehman College plan included with this document, implementing safe social distancing and staggered or alternating schedules.
- Post-Doc and graduate students return will have a phased return based upon the approved plan.
- All public spaces, bathrooms, elevators and high touch areas will be regularly cleaned and disinfected in the buildings where research labs are active. Researchers will be given PPE and disinfecting wipes for use within the research lab.
- Repeated communications reminding personnel of the need to wear masks or face-coverings in public spaces and all shared spaces, safe social distancing, proper hand hygiene, cleaning and disinfecting guidelines and cough/sneeze etiquette, stay home if you feel sick, etc.
- All researchers and research assistants have completed the Health and Safety COVID-19 training.
- Screening is done daily with reports submitted to the Dean of Natural and Social Sciences who will immediately report any yes responses to HR.
- An exposure or confirmed COVID test will result in closing of the lab for disinfection. Any individuals with close contact to the individual will be notified and required to self-quarantine for 14 days or take a COVID test.

Phase 1.c. – Category 3 criteria: Partial return to on campus work once the Governor approves a category/phase 4 opening/return and upon CUNY approval of the plan.

- Based upon Departmental Survey results, critical functions that cannot be done off campus effectively will be the first staff to return, implementing safety measures including social distancing in shared office space, plastic screens and staggered or alternating schedules
 - The survey had 94 responses, and in all cases departments reported that they were successfully working remotely and planned to continue working remotely. Any departments that will not be working remotely have submitted plans and they follow at the end of the section titled phase 1.d criteria.
 - Visits to campus by faculty and staff will be only by schedule to pick up supplies, mail or to complete work that can only be done on campus on an as needed basis.
 - We will continue to request each School/Division submit detailed lists on the last day of the work week for the following week of all faculty and staff coming to campus.

- Individuals occupying private offices may return to campus with permission
- Pre-screening is done daily prior to coming to campus
- Repeated communications reminding of the need to wear masks or face-coverings in public spaces and all shared spaces, safe social distancing, proper hand hygiene, cleaning and disinfecting guidelines and cough/sneeze etiquette, stay home if you feel sick, etc., visits scheduled by appointment only. Set date/time to be established, dedicated to for at-risk populations requiring services.

Phase 1.d. - Category 4 criteria: Student Services that cannot be handled effectively remotely return to campus and expanded staff return (2 weeks after phase 1.c.)

- The majority of student serving departments will remain remote with staff occasionally coming to campus on a scheduled basis to pick up supplies or materials, mail or complete work that cannot be completed off campus.
- For those Departments that plan to return to campus, individual Division, School or Department plans for returning to campus follow.
- IT Open Center Will not open Fall 2020.**Be Prepared to Leave (Again):** Responsible party: COVID Response/Implementation Team, President's Cabinet
 - The COVID Response/Implementation Team will implement the re-exit plan.
 - External: Relevant regulatory guidelines and infection/health system status (e.g. mandates based on CDC/State guidance)
 - Internal: Infection / health system status on campus (e.g. Spread of infection on campus, Status of resources and infrastructure to combat contagion on campus)
 - Internal: Adherence on campus (e.g. compliance by students, staff, faculty, and local community members) with campus COVID-related policies and procedures)
 - Verify faculty and staff have what they need to teach and work remotely

Communicate and execute the re-exit strategy when needed after return and upon Governor's directive.

Student Affairs – Student Service On Campus Plan

Office of Student Conduct and Community Standards

- All student conduct meetings (amnesty, coaching, information, hearings, etc.) are occurring via telephone, Zoom, MS Teams or other remote software.
- Student Interaction/Communication (engagement, support, gatherings, programs, student connectedness)
 - Flexibility is being provided to students with sanction deadlines, student conduct holds, ability to sign documents, etc.
- Cleaning Needs
 - Office should be wiped down thoroughly by the Director of Student Conduct and Community Standards prior to moving to remote work
 - Lysol wipes and hand sanitizer are available in the office and are being utilized anytime a staff member has come in-person. Trash is only being deposited in trash cans in public spaces so that cleaning staff do not need to enter the office
- Continuity of Operations
 - For documents that students need access to, shorter documents are being reviewed via screen share on Zoom meetings. Director of Student Conduct and Community Standards created a Case File Access agreement, which was approved by Dean of Students
 - All student conduct meetings (amnesty, coaching, information, hearings, etc.) are occurring via telephone and/or Zoom
 - Preparation for Title IX hearings via Zoom continues; video Title IX hearings to begin as allowed
 - Admissions reviews will be completed remotely

- Background Checks are being completed remotely by the Director of Student Conduct and Community Standards; occasional visits to the office are necessary to check paper files
- Other administrative responsibilities (Cleary reporting, Foundry set up, police review, etc.) is occurring online/remotely

Student Affairs – Student Service Remote Plans

COUNSELING CENTER & OTHER HEALTH SERVICES:

- The Counseling Center physical location on the main campus will remain closed forgoing in-person service delivery. All clinical, outreach, and support services are provided via virtual platforms including telephone, Zoom, and telehealth services as appropriate and in alignment with privacy practices (HIPAA/FERPA), ethics, and licensure. All staff and trainees are working remotely.

CAREER EXPLORATION & DEVELOPMENT CENTER (CEDC):

- CEDC was able to smoothly transition to remote services, maintaining business continuity with our respective career management systems, CUNY sponsored programs (e.g. Blackboard Collaborate, Microsoft Teams and WebEx) and will continue to provide the same level of support and programming for the upcoming academic year. In the event of an exposure or confirmed COVID test the office will follow CDC guidelines and all work will go remote until reopening is approved by the College.
- Our virtual services will continue to include: Career Advisement/Counseling, Career Assessments, Job/Internship Search, Resume Writing, Cover Letter Writing, Interview Preparation, Webinars and Workshops, Leadership Programs, Mentorship Programs, Industry Career Events and on-campus recruiting (e.g. networking, employer recruitment/information sessions, employer panels, career conversations, career fairs, job/internship fairs), and collaborations with CUNY-wide programs (e.g. CUNY Service Corps, America Needs You Fellows Partner Program, CUNY LEADS, CUNY Edge, and the Federal Work Study Program). CEDC has also acquired online tools in pursuit of resources that provide flexible access to our services. For example, we have a Zoom license to offer students a low bandwidth option to access virtual services.

CAMPUS LIFE & LEADERSHIP

- Campus Life will cancel all in-person student organization events and meetings during this phase.
- Campus Life will institute a rolling cancellation date that is 14 days out for in-person student organization meetings (with no set-up needed) and 28 days out for events from the current date. This rolling date will stay in place until a decision is made to reopen. For example, if this phase goes into effect on Monday, October 5, Campus Life would cancel any in-person student organization meetings up to Monday, October 19 and any events up to Monday, November 2.
- No new in-person meetings/events will be approved or reserved until a date has been set for campus to reopen for these types of activities.
- Once a reopen phase's start date is set and reservation spaces are available, in-person meetings more than 14 days out and events more than 28 days out that meet that phase's parameters will begin to be approved.
- Virtual activities and programs will continue to be approved and promoted through social media and Blackboard
- All student organization offices will be closed and not accessible by students unless special permission is granted by Campus Life.

STUDENT LIFE BUILDING T-4

- Based on the NYS Guidelines, the campus is closed for the Fall 2020 semester. All activities and services are provided online, including the Lehman Food Pantry

LEHMAN FOOD BANK

- The Lehman Food Pantry was awarded a grant of \$17,000 to be used for a virtual food pantry in the Fall 2020 Semester.

NOTE: All Attachments are after the Phase 2 plan.

END OF PHASE 1 PLAN

Phase 2 Taskforce on Campus Reopening: Academic Continuity and Student Support

The work on Academic Continuity and Student Support at the College began in spring 2020, and it involved multiple stages, which were informed by 1) *Lehman's Guidelines for Preparing for AY 2020-2021* developed by the Provost's Taskforce on Academic Continuity and 2) *CUNY's Guidance on Academic Continuity* developed through the Office of the University Provost.

Lehman's Guidelines identified three goals, six objectives, and 41 strategies designed to ensure that both summer and fall 2020, as well as spring 2021, are successful. These goals, objectives and strategies were informed by lessons learned from the college's quick pivot to complete virtual delivery of instructional and support services as a result of the COVID-19 pandemic. In particular, the three goals are:

- Maximize flexibility and minimize disruption for faculty, staff, and students
- Maintain our commitment to Lehman's educational mission and strategic priorities, and,
- Protect students, faculty, staff and visitors while being responsive to the changing COVID-19 landscape.

The six objectives are:

Objective 1. Enhance the student experience in times of unprecedented disruption (14 strategies)

Objective 2. Enhance faculty professional development (7 strategies)

Objective 3. Improve student learning outcomes and maintain academic quality/integrity across all modalities (6 strategies)

Objective 4. Strengthen technology support, minimize hurdles, and create a safe environment (6 strategies)

Objective 5. Support continued scholarship, creative works, research and discovery (5 strategies)

Objective 6. Create a deeply caring and kind environment that prioritizes physical and emotional safety for all members (students, staff, faculty, community) (3 strategies)

Recommendations of the Taskforce were discussed at the Provost's and Deans' Council (PDC), President's Cabinet, Faculty Personnel and Budget Committee (FP&B) and with other campus stakeholders. The Provost also disseminated the Guidelines to the College community and discussed the components at the President's Weekly Briefings to the campus.

Over the course of the spring semester and summer 2020, the five schools and various administrative units went to work to develop and implement several of the strategies recommended in the Guidelines.

A small committee of the Taskforce was also charged by the Provost to provide cost estimates, as appropriate, for the strategies recommended in the Guidelines. Funding for these strategies were expected to be covered under the CARES' Act.

Members of this Task force:

- Pam Mills, Co-Chair, Dean, School of Natural and Social Sciences
- Brandon Begarly, Co-Chair, Director, Office of Research and Sponsored Programs
- Ronald Banks, Director, Strategic Persistence Initiatives
- Bethania Ortega, Director, Budgets
- Edi Ruiz, Assistant Vice President, Information Technology
- Olena Zhadko, Director, Online Education

CUNY's Guidance on Academic Continuity comprised of a series of updates, new information, guidelines, and policies and resolutions from the Central office, Board of Trustees, City, State, federal and regulatory agencies, applicable to addressing the challenges of the pandemic with regard to academic continuity and student support. To date, there have been eighteen (18) such Guidance Memos issued by the University Provost to CUNY Colleges.

In late spring 2020, Chancellor Felix Matos Rodriguez announced the reconstitution of the University-wide Coronavirus Taskforce and the creation of the Academic and Student Support Taskforce. A Steering Committee of the Academic and Student Support Taskforce was also established, with Lehman Provost serving as a representative of the University's Provosts on the committee.

The Taskforce on Academic Continuity and Student Support has structured its work along five key strategies:

Enrollment Management: Explore the impact of various public health scenarios on the academic calendar, initiatives to boost summer and fall enrollments, and course scheduling guidelines that conform to social distancing norms, among other enrollment management issues.

Academic Program: Focus on accreditation and regulatory requirements, recommend policies and practices to ensure the quality of instruction to all students (e.g. ADA accessibility regulations), explore innovative pilot programs to enhance the scale and quality of online course offerings, issue guidelines for effective assessment of distance education.

Student Support Services: Explore the development of innovative support services in areas such as mental health counseling, career engagement (especially for soon-to-be graduates), emergency aid, and engagement with K-12 sector; re-conceptualize how student fees can be reinvested to enhance services in scenarios with a higher proportion of instruction occurring online; and, develop guidelines for the role campus facilities shall play in scenarios with high levels of online instruction and stringent social distancing policies (e.g., libraries, computer labs, research labs, childcare centers.)

Research Support: Develop guidance to support the research and creative activities of faculty, students, and staff via enhanced levels of remote services, including grant-writing support, and policies for safely restarting programs that require onsite access.

Professional Development and IT Support: Work to enhance professional development for faculty, students, and staff on effective practices in course conversions and online teaching, online learning, delivery of student support services (e.g., remote career engagement counseling, remote advising, mental health, and virtual recruitment), and discharging administrative responsibilities. The task force will also work to meet technology needs of our students, faculty, and staff so they can learn, teach, and work effectively in scenarios with a higher proportion of instruction and work occurring remotely.

The Steering Committee has held multiple meetings and its work has been guided by principles of equity and inclusion, in ways focused on ensuring that students, faculty, and staff are provided with much academic planning certainty as it reasonably can through the Spring 2021 term, mindful of the safety of all members of our University community, especially those who may be at risk.

Developing Lehman's Reopening Plan for Academic Continuity for Fall 2020 (Phase 2)

The Phase 2 of the College Reopening Plan for Academic Continuity and Student Support has involved two steps:

Step 1: A four-stage plan developed and presented by the Provost to the Provost's and Deans' Council (PDC), which included 1) Engagement, 2) The 90X10, Framework, 3) Plan for 10% In-person instruction, and 4) Plan Implementation. Under this four-stage plan, school deans and Associate Provost for Academic Programs and Educational Effectiveness (APAPEE) were requested to develop plans for campus reopening for their schools, making sure to engage department chairs/program directors and faculty, using the 90x10 framework as a guide, not a target. The 90x10 framework was based

on preliminary analysis of fall 2019 classes, which found that 90 percent of all CUNY classes could be conveniently offered online for fall 2020, with 10 percent of courses requiring some accommodations for on-site delivery. We then asked all school deans and APAPEE (LEH courses) to submit plans for their schools and program based on this planning assumption. We also asked them to include in their reopening plans contingency plans in the event of a resurgence. These plans were then submitted to the Senior Registrar, who compiled them into a single spreadsheet. Subsequent discussions with the senior registrar and our facilities management staff with deans and chairs resulted in a narrowing of the ratio.

Step 2: Following the submission of the plans, the Provost established a separate group, the Phase 2 Reopening Plan Task Force, to review the plans, and provide feedback and comments on the efficacy of the plans. The task force also provided feedback on the responsiveness of the plans to NYS guidelines on health and safety and completeness of campus preparations for reopening in fall 2020. The Task force also reviewed both the Phase 1 and Phase 2 Reopening Plans as a single complete plan for the college prior to submission to CUNY.

Members of this taskforce are:

- Peter Nwosu, Chair, Provost and Senior Vice President for Academic Affairs and Student Success
- Stanley Bazile, Dean of Student Affairs, Student Affairs, Division of Student Affairs
- Victor Brown, Associate Provost for Academic Programs and Educational Effectiveness and Assistant Vice President, Division of Academic Affairs and Student Success
- Teresita Levy, Executive Director for International Programs and Community Engagement, Chair and Associate Professor for Department of Latin American and Latino Studies, School of Arts & Humanities
- Yvette Rosario, Sr. Registrar, Enrollment Management, Division of Enrollment Management
- Rene Rotolo, Vice President for Administration and Finance
- Mary Phillips, Assistant Professor, Africana Studies, School of Arts and Humanities
- Olena Zhadko, Director of Online Education, Academic Programs and Educational Effectiveness, Division of Academic Affairs and Student Success

Phase 2 Return to Campus: Library, On-Campus Hybrid Classes, and Labs, Clinical and Testing

Fall return to campus for very limited staff and a partial return for hybrid classes primarily for testing and clinical labs or clinical placements, internships, field placement, or practicum. 1.5% or less on-campus classes, testing and clinical with very strict guidelines adhering to safe social distancing, minimizing number of students in a room to ¼ or 1/3 maximum capacity, wearing masks or face-coverings and cleaning and disinfecting after each use, following all procedures and protocols established in the Phase 1 plan and outlined in the attached instruction plans.

Applying a Risk-based Approach to Decision-making

Lehman College employed a series of steps that included a risk-based approach in developing its delivery modality plan for fall 2020 reopening. These steps included consultations and conversations with school deans and department chairs, discussions at the Provost's and Deans' Council (PDC), the President's Cabinet, and the Phase 2 Reopening Task Force. The reopening plan was also informed by guidance from CUNY and NYS criteria on safety protocols.

Overall, a total of 3092 course sections are scheduled for fall 2020 across our four academic schools. Of this number, we have 0% of the traditional on-site in-person sections scheduled at the college. The 1.5% of courses scheduled and identified in CUNYfirst as on-site in-person instruction are a modified version of the fully traditional in-person sections that will have very minimal campus presence. These modified in-person sections include a small number of labs and tutorials that will come to campus periodically. Additionally, we have a small number of fieldwork and clinical placements taking place off-campus (mostly from the School of Education for graduate students and the School of Health Sciences, Human Services, and Nursing). These fieldwork and clinical placements were determined in consultation with employers and they provide opportunity for students to meet requirements for degree completion.

In deciding which course sections are to be delivered utilizing the modified on-site in person modality, school deans applied a risk-based approach to determine which classes are safe to be held in person to minimize the likelihood or the potential for viral transmission. This approach required defining the issue and the challenge (i.e. on-site delivery in a full or modified format in the midst of the pandemic), examining potential options and risks, and making and implementing a decision.

The decisions about which courses were to be offered using the modified version of the traditional in-person format were based on an understanding of the risk-benefit balance and uncertainties associated with implementing fully on-site, traditional in-person instruction.

Specifically, each school dean and the associate provost for academic programs worked with department chairs to submit a reopening plan to the Senior Registrar using a 4-stage process for plan development presented by the Provost at the Provost's and Deans' Council (PDC). The process included 1) Stakeholder Engagement, 2) Using the 90x10 Framework based on a CUNY analysis¹ 3) Submission of Plan for 10% in-person instruction, and 4) Plan Implementation. The plans submitted by each dean and the associate provost identified courses to be offered on-site. An initial list of 1285 hybrid sections and 479 in person sections was provided. The submissions were then subjected to a comprehensive assessment by the college's facilities office led by the Vice President for Administration and Finance. Additional discussions were held with school deans, department chairs, and faculty regarding the initial list of courses submitted to review options, revise options, validate and accept the revised plans. Over multiple meetings and several weeks, the number of course sections initially submitted for on-site instruction was reduced to 20 in-person nontraditional sections. The seven in-person sections are all taught off campus.

In sum, this risk-based approach to decision-making resulted in determination by the college to offer zero on-site fully traditional in-person courses in fall 2020. Given a careful analysis of the risks involved, the college also determined that only a small percent of the 3092 course sections planned for fall (that is 1.5%) will be offered in fall utilizing a modified format of the fully traditional in-person offering. Under this plan, very minimal presence will be permitted on campus, and appropriate social distancing and safety requirements will be provided on those occasions when the class meets on-site these safety measures applied to License Prep exams, dance initiatives and Nursing simulations.

Academic Affairs

Departments, Facilities and On-Campus Hybrid Classes and Labs, Clinical and Testing Plans

Leonard Lief Library Reopening Plan

The Library building is **closed until further notice**. [Read more](#) about Lehman's Coronavirus (COVID-19) updates and resources.

Librarians are working offsite and can be reached through the [24/7 Ask-a-Librarian Chat](#), [e-mail](#), or by calling [718-960-7765](#).

Library services and materials can be accessed from off campus. To learn more: [visit our remote resources research guide](#) and our [mobile apps guide](#).

¹ The 90x10 framework was based on CUNY preliminary analysis of fall 2019 classes, which found that 90 percent of all CUNY classes could be conveniently offered online for fall 2020, with 10 percent of courses requiring some accommodations for on-site delivery.

In addition, CUNY is auto-renewing books and library materials and waiving fines. [Details.](#)

Phase 1 – Spring-Summer 2020

- Physical building closed
- 100% virtual services
- Faculty-staff telecommuting

Phase 2 – Fall 2020-Winter 2021

- Phased-in curbside pickup-delivery of Print Textbooks, circulating books, and Interlibrary Loan materials [returned materials must be quarantined for three-four days]
- Curbside pickup occurs in front of Library Entrance [or Lobby]
- Student's email-text requests to Circulation [Q-less reservation system]. List of students scheduled to visit campus will be submitted by Library in advance for pre-screening and access.
- Materials paged-retrieved from Textbook shelves-stacks by College Assistants
- Materials quarantined in book bins behind Textbook shelves
- Onsite scanning of Reserve materials
- Limited staffing with Unit supervision
[M-W-F, 10-2 – TuTh, 2-6 – Circulation COAs-College Assistants-Head of Access Services rotating schedule to minimize overlap]
- Masking-PPE available to onsite staff
- Regular deep cleaning procedures of public space-bathrooms
- Additional budget needed for eBooks and copyright clearance

Phase 3 – Winter-Spring 2021

- ***Dependent on increase in on-site campus instruction***
- Limited hours of onsite Library service
- Only First Floor opened – 25% capacity
- Access by Reservation app [Q-less] – limited visit time enforced
- Service points protected by Plexiglas shields
- Faculty-staff provided masks-PPE
- Physical distancing enforced by: removing library furniture; alternate computer terminal access; clear directional floor signage; Printing-Scanning stations staffed by IT Help Desk to minimize interactions; disposable covers for mice and keyboards; alcohol wipes provided for ongoing cleaning-disinfection of computer keyboards-mice
- Building opened limited hours [TBD]: faculty-staff work staggered shifts [in tandem with Telecommuting] to undercut crowding
- If onsite classes conducted – possibility of reopening Concourse Labs to accommodate library instruction with social distancing

**CUNY Libraries COVID-19 Task Force Report contains comprehensive discussion of five-Phase Plan with proposed reopening procedures aligned with health and safety conditions* See attachment #*

[Please append CUNY Libraries Report – or Executive Summary – as Attachment]

Proposed Timeline is for illustrative purposes only – specific authority decisions beyond our control. Resurgence of Pandemic will result in return to previous Phase.

Fall Classes:

Total: 3092 Sections

- **0% traditional in-person classes on campus**

- **1.5% modified partially on-line and partially in-person**
- **8% hybrid classes**
- **Small number of labs and tutorials coming to campus periodically**
- **Fieldwork and clinical placements taking place off-campus (mostly in Education and HS2N)**

Modified Class Detail by School:

- **School of Arts and Humanities** – Most classes will be taught on-line with the following exceptions, which are hybrid courses taught partially on-line and partially in-person. Detail plans, justification, accommodation and contingency plan begin on page :
 - Department of Art Classes:
 - Art/CGI 421; Art 206/306/722/724/726/728; Art 303/313/730/732/734/736; Art 712/714/716/748/750; Art 107 & Art 107/607; Art 207/307/327/607; Art 208/308
 - Dance & Theatre Program Classes:
 - DNC209/THE200; DNC345; CUNY Dance Initiative; THE/DNC 225; THE335; THE/DNC425; THE4950
 - Journalism and Multimedia Studies Classes:
 - FTS215; FTS352; JRN356; FTS/JRN350
- **School of Education** – All classes will be on-line with the following exception, which are hybrid courses taught mostly on-line with one meeting on campus and visit to museums:
 - Early Childhood and Childhood Education
 - ECE 350 – Art – One on-campus class, partially outside, partially indoors, students divided into 3 groups of 6. The indoor class will be held in Carman B40 with class occupancy reduced to allow 10 feet safe social distancing. ECE 350 is a course in Visual Arts in Education and will require one visit to campus where in small groups, students will observe and work with the Olmec Statue outside the Music Building outside and work on art-based activities related to their observations in Carmen B-40 (and please add B-02 as an additional classroom should the number of students enrolled in the class require additional social distancing. As of today, there are 12 students registered for the class.) If students cannot attend, they will be provided materials with photos of the statue and will complete the assignment from home. Part of the class requirement is for students to visit museums. Museum visits will be in person, following each museums' requirement for visitors pertaining to safe social distancing, wearing masks or face coverings, etc. Students will be required to sign the field and clinical placement agreement to participate. Detailed plan follows on page .
 - NOTE: ECE350 was inadvertently listed twice in the original document. The second has been removed.
 - EDC715 was originally listed in the original document submitted and scheduled to have partially meetings on campus and has been removed from this document. After our plan was submitted to CUNY we were advised that EDC715 would be fully on-line.
- **School of Health Sciences, Human Services and Nursing** – All classes will be on-line. The only hybrid exceptions follow:
 - Health Sciences DFN 330 program – the mid-term exam – serve-safe test – will be offered in person. We will set up the APEX Auxiliary Gym for 20 students utilizing 10 foot minimum spacing as per the attached plan.
 - Prof Marie Leonard: Tuesday, 10/13, 10 AM – 12 PM

- Prof Mary Opfer: Thursday, 10/15, 3 PM – 5 PM
- DFN – Students have the option to take the exam at home using ProctorU for \$35 each. If this proves challenging financially they can request assistance through normal Lehman channels. Additionally, students could take an INC grade and take the test in person in the Spring semester if the public health situation has changed.
- Nursing – NYSED is requiring a percentage of in-person clinical experiences and simulation. All Nursing students will be required to wear masks, gloves, and gowns and face shields. Detailed plan is attached. For clinical placement in hospitals or other health care settings, students will be required to sign the field and clinical placement agreement to participate and will be provided PPE if not provided by the health facility.
 - Nursing – The Department has requested approval from NYSED to reduce the clinical hours. If approved, will allow them to cancel the on-campus work. If NYSED does not approve alternatives, the students will have to come to campus in order to complete their course work. Faculty will work with students to accommodate special situations of individual students.

Dietetics, Social Work, Health Sciences, Speech Pathology and Nursing – NYSED and/or the programs accrediting bodies are requiring in-person field experience, internships, practicum and/or clinical experiences. For these placements, students will be required to sign the field and clinical placement agreement to participate and will be provided PPE if not provided by the facility. This will be off campus.

- Social Work – Social work students preparing to take the licensing exam will complete test prep classes in Carman Hall B38 computer lab. Classes will run on Saturday adhering to safe social distancing of 10 foot between students, we will provide disposable keyboard covers, wipes and will locate a hand sanitizing station in the room.
- Social Work – This is an optional non-credit course that no one is required to attend. Students who are unable to attend can use their own study guides, work with a private test prep course, or wait and take this course in the future since it is offered every semester. Because of licensing restrictions, it can only be offered under the direct physical supervision of a Lehman College faculty member.
- **School of Natural and Social Sciences** – All classes and labs will be taught on-line without exceptions, all tutorials, thesis research and independent student will be conducted under the research rules.
 - **NOTE:** After Lehman submitted the return plan to CUNY, we were advised that the two Biology courses initially intended to be hybrid, taught partially on campus with a staggered student attendance conforming with the College's requirement for 25% occupancy, were being offered fully on-line. They have been removed from the plan.
- **School of Continuing and Professional Studies** – All classes will be taught on-line with the following exceptions, which will be hybrid lab courses partially on-line and partially in person and TASC (Test Assessing Secondary Completion) testing.
 - SCPS submitted a plan for approval to CUNY Central for summer 2020 for Certified Nursing Assistants clinical skills training at CUNY on the Concourse, copy attached. Following is the schedule:

CUNY on the Concourse

Course	Section	In Person Component	Room	Dates
CNA - Prometric Exam	Various	Computer Exam/ Skills Exam	321/ 336	Sept- Dec TBA
CPR- American Heart Association	CPR100	Skills assessment	315	9/19, 10/17, 11/14, 12/12

EKG Technician Electrocardiography	20FAEKG1001	Essential Skills Lab & Assessment	316	10/7, 10/14, 10/21, 10/28, 11/4/20
Phlebotomy Technician Phlebotomy II: Advanced Clinical	20SUPLB1021	Essential Skills Lab & Assessment	316	9/1, 9/3, 9/8, 9/10, 9/15, 9/17, 9/22, 9/24, 9/29/20
Phlebotomy Technician Phlebotomy II: Advanced Clinical	20FAPLB1021	Essential Skills Lab & Assessment	316	11/16, 11/18, 11/23, 11/20, 12/4, 12/6/ 12/11, 12/13, 12/20
Clinical Medical Assistant Medical Office Business Practice Part I	20FAMAS301	Classroom	339	11/14, 11/21, 12/5, 12/12, 12/19/20
Pharmacy Technician	20FAPTP2001	Essential Skills Lab & Assessment	317	12/9, 12/14, 12/16, 12/21/20
Dental Assistant	20SUDEA1001	Essential Skills Lab & Assessment	2 labs with sinks	11/19, 12/3, 12/10, 12/17/20, 1/7/21, 1/15/21
CompTIA A+	Hybrid	Essential Skills Lab & Assessment	335	10/6, 10/8, 11/3
C.N.A. Anatomy/Physiology and Fundamentals of Patient Care: Part 1	20FACNA111/112	Essential Skills Lab & Assessment	315 & 321	10/10/2020 & 11/7/20

Continuing Education – TASC testing will take place in the APEX Auxiliary Gym pending approval from NYSED to use the space. There is direct access to the building entrance from Gate 8, the layout can accommodate 40 test takers with 10' minimum distance around each, test takers and proctors will be required to wear masks and screen the morning of the test. All areas and surfaces will be disinfected after the test. The APEX Aux. Gym can accommodate 47 test takers with 10' between. We are limiting the number to 40 plus the proctor. Legal occupancy of the Aux. Gym is 350 persons.

SCHOOL DETAIL PLANS FOR ON-CAMPUS HYBRID COURSES

School of Arts and Humanities Plan for Hybrid In-Person Courses Fall 2020

Compliance with NYS Health Requirements.

For all classes:

- Physical Distancing according to College requirements
- Everybody wears masks at all times
- Keyboards are covered and covers are being exchanged after every use
- All equipment will be wiped between and after every use by user, under supervision of instructor
- Each faculty member will submit the list of students that will attend each week following the normal college procedure – through the Dean's Office.

If other precautions are necessary, this will be noted in the class detail.

Department of Art

Course	Section	Room	Time
ART/CGI 421	H1	FA 047 or 006	Class meets 1:00-2:00, then 3:00-4:00.Wed. Aug. 26, Wed. Sept. 9, Wed. Sept. 30th, Wed. Oct. 21, Wed. Nov. 11, Wed. Dec. 2, Wed. Dec. 16

Room Capacity: FA 047- 16 occupants reduced to 4 and FA 006 10 occupants reduced to 4

Sign-up procedures: I will make a google sheets sign up form before each in person meeting, which will be submitted in advance according to College procedure.

Justification: A once or twice a month meet up for in person critiques of students works and progress is extremely helpful to students in this class. I also think that we should have an outdoor meeting to start off the semester, just so students know each other.

Accommodation for students who cannot come to campus: The purpose for in-person meetings in this course is for critiques of artworks. If a student cannot come to campus, professor will arrange to critique the student remotely. These students will have to upload details digital files for review.

Equipment necessary: Computer, projector, chairs. Does not need to be one of the studios (047, 006) as it will just be a class for presenting. I think if possible, we could find a classroom that is less confined than 006 (where I have taught the last two iterations of this class).

Compliance with NYS Health Requirements: Besides the usual, ample time will be given to students to clean up and leave before the next group arrive. Everything touched will be wiped with disinfecting wipes by user, under supervision of instructor. Sufficient time will be reserved for this.

Contingency plan: Class will go completely remote and fully on-line.

Course	Section	Room	Time
Art 206, 306, 722,724,726,728	H81b/c	FA022	Meeting will be organized via email and Blackboard. Tues. 09/22 (second day of class), Tues. 11/3 midterm, Tues. 12/15. Class meeting will be limited to 7 students, I will designate an A group and B group. 6 -7:30 for the A group and 8-9 30 for B group. Students will not be allowed to show up earl or leave late.

Room Capacity: FA 022- 30 occupants reduced to 8 FA024- 30 occupants reduced to 8 Room 022 is the sculpture studio. Room 024 is the wood and metal shop where the 3 piece of equipment are located. The room is 1,213 sq. ft. Not all students will use equipment at the same time. There is safe social and safety distance between the 3 pieces of equipment be used.

Sign-up procedures: A list of students attending will be submitted weekly in advance of the class following college procedures.

Justification: Instruction on the safe use of specific equipment for sculptural practice. Instruction on the use of specific equipment, such as table saw, band saw, MIG welder, for sculptural practice.

Accommodation for students who cannot come to campus:

This course will likely run as a tutorial; since it will be a small group individual arrangements, such as zoom meetings, will be made to accommodate any students who cannot make it to an in-person meeting.

Equipment necessary: Table saw, band saw, MIG welder

Compliance with NYS Health Requirements: Besides the usual, ample time will be given to students to clean up and leave before the next group arrive. Everything touched will be wiped by user, with disinfecting wipes under supervision of instructor. Sufficient time will be reserved for this.

On November 3, when the class meets at the same time as Art 208/308, students will be instructed to use separate staircases to access the spaces.

Contingency plan: Class will go completely remote and on-line.

Course	Section	Room	Time
Art 303/313/730/732/734/736	H 81	FA 110	September 22, October 13, October 27, November 10, Meeting times: (6:00pm – 7:30pm) (8:00 – 9:30pm), Two groups of 6 students will meet

Room Capacity: FA 110- 30 occupants reduced to - 6

Sign-up procedures: Students will sign up via email and blackboard, and a list of students attending will be submitted weekly in advance of the class following college procedures.

Justification: Printmaking requires the use of a specialized studio facility; this course will focus on how to adapt professional studio techniques to a home/studio environment. As an advanced course, it is crucial to discuss proper use of print facilities and presses; in the case of this course I estimate 3-4 in-person meetings

Accommodation for students who cannot come to campus:

In the syllabus, I have outlined that I will demonstrate two different techniques this semester: Relief printing and Silkscreen printmaking. Relief printing can be done entirely at home, while silkscreen requires a studio, both techniques build on each other by using layers. If students don't feel comfortable coming to campus, or cannot come to campus, I will announce at the start of the semester that they have the choice to focus entirely on relief printing, which can be done from home. I've already sent out a survey to my class asking if and how students will come to campus, and nearly everyone responded that they can and feel comfortable. The survey also details the criteria for social distancing in the course.

Equipment necessary: Letter press, silkscreen exposure unit, relief press. Classroom FA110

Compliance with NYS Health Requirements: Everything touched will be wiped by user, under supervision of instructor. Sufficient time will be reserved for this. Masks at all times, hand sanitizer.

Contingency plan: Class will go completely remote, and on-line.

Course	Section	Room	Time
ART 712/714/716/718/748/750		FA 121	Class meets 6-7:30 and then 8-9:30. I plan to have in person critiques on Wed. October 21 and Wed. December 16th.

Room Capacity: FA 121- 30 occupants reduced to 6

Sign-up procedures: Students will sign up via email, and a list of students attending will be submitted weekly in advance of the class following college procedures.

Justification: I am justifying teaching a hybrid class for all levels of paintings and thesis because it is essential to see the materiality, surface and size of the work in person and those aspects do not translate well to an online format.

Accommodation for students who cannot come to campus:

The purpose for in person meetings in this course is for critiques. If a student cannot come to campus, I will arrange to critique the student remotely. These students will have to upload details digital files for review.

Equipment necessary: None

Compliance with NYS Health Requirements: See first page. Easels will be assigned to students and they will use for the duration of the class. Everything touched will be wiped by user, under supervision of instructor. Sufficient time will be reserved for this.

Contingency plan: Class will go completely remotely and fully on-line.

Course	Section	Room	Time
Art 107 and ART 107/607	H1 and H81	FA029	ART 107.H1 will begin 1-, Wed. Sept 2, Wed. Nov 4, Wed. Nov. 18 and Mon. Dec. 14.

Room Capacity: FA 029- 24 occupants reduced to 6 persons

Sign-up procedures: Students will be assigned exact time for entering and leaving via Zoom classes, the week prior to studio meetings. A list of students attending will be submitted weekly in advance of the class following college procedures. Supplies will be mailed to students. Note: classes will be held on-line, students will only come to campus to bring their unfired works to be fired in the kiln.

Justification: Students need access to the studio, specifically to the kiln to be able to fire their work, glaze their work, and high firing work.

Accommodation for students who cannot come to campus:

The students who cannot come to school to pick up clay on the first day, the school will ship them clay, or they will have to purchase on their own and have it shipped to their address. All of the building work for the course will be done at home. Students are coming in on Hybrid meetings to drop off work and pick up work that has been fired. On one date, students will come in to glaze. If students cannot come in to drop off work for firing and glazing they will hold their work

until the end of the semester, and the work will be graded unfired. Once we go back to in person, the work will be fired. Unfired work for the class will not be down-graded.

Equipment necessary: Extruder, wheels, wedging tables, kilns, and glaze materials.

Compliance with NYS Health Requirements: See first page (masks at all times, hand sanitizer, physical distance) Everything touched will be wiped by user with disinfecting wipes, under supervision of instructor. Sufficient time will be reserved for this.

Contingency plan: Completed pieces will be stored at student homes until they are able to bring those pieces in for firing, glazing, and re-firing. All demonstrations and lectures will be done on Zoom from my personal studio and will be recorded and posted for students to review.

Course	Section	Room	Time
Art 207/307/327/350	H1LB/LC	FA029	Class meets from 9:30-11:10 then 11:20-1:00 Mon. Sept 14, Mon. Nov 30, Mon. Dec 7, Mon. Dec. 14

Room Capacity: FA029 – 24 occupants reduced to 6

Sign-up procedures: Students will be assigned exact time for entering and leaving via Zoom classes, the week prior to studio meetings. A list of students attending will be submitted weekly in advance of the class following college procedures. Supplies will be mailed to students. Note: classes will be held on-line, students will only come to campus to bring their unfired works to be fired in the kiln.

Justification:

Students need access to the studio, specifically to the kiln, to be able to fire their work, glaze their work, and high firing work.

Accommodation for students who cannot come to campus:

The students who cannot come to school to pick up clay on the first day, the school will ship them clay, or they will have to purchase on their own and have it shipped to their address. All of the building work for the course will be done at home. Students are coming in on Hybrid meetings to drop off work and pick up work that has been fired. On one date, students will come in to glaze. If students cannot come in to drop off work for firing and glazing they will hold their work until the end of the semester, and the work will be graded unfired. Once we go back to in person, the work will be fired. Unfired work for the class will not be down-graded.

Equipment necessary:

Extruder, wheels, wedging tables, kilns, and glaze materials.

Compliance with NYS Health Requirements:

See first page. (Masks at all times, hand sanitizer, safe social distance)

Everything touched will be wiped by user with disinfecting wipes under supervision of instructor. Sufficient time will be reserved for this.

Contingency plan: . Completed pieces will be stored at student homes until they are able to bring those pieces in for firing, glazing, and re-firing. All demonstrations and lectures will be done on Zoom from my personal studio and will be recorded and posted for students to review.

Course	Section	Room	Time
ART 208/308	H81	F021	<p>Tues. 9/15 on campus briefly students collect cameras</p> <p>Tues. 9/29 on campus lab session 208 from 6:00-7:35 308 8:05-9:45*</p> <p>Tues. 10/6 on campus lab session 208 from 6:00-7:35 308 8:05-9:45*</p> <p>Tues. 10/13 on campus lab session 208 from 6:00-7:35 308 8:05-9:45*</p> <p>Tues. 10/20 on campus first critique also divided</p> <p>Tues. 11/3 on campus lab session 208 from 6:00-7:35 308 8:05-9:45*</p> <p>Tues. 11/10 on campus lab session 208 from 6:00-7:35 308 8:05-9:45*</p> <p>Tues. 11/24 on campus lab session 208 from 6:00-7:35 308 8:05-9:45*</p> <p>Tues. 12/1 on campus second critique</p> <p>Tues. 12/15 Final projects due</p>

Room Capacity: F021- 30 occupants reduced to - 5

Entrance to the labs will be through 046 60 and exit through 035a. This will create a roughly rectangular workflow for students to social distance.

Group will be divided to comply with capacity

Sign-up procedures: Student will reserve lab time electronically. A list of students attending will be submitted weekly in advance of the class following college procedures.

Justification: This is a hands-on experiential course in traditional black and white analog photography (not digital photography). It is crucial for students to have access to the dark rooms and specialized equipment, materials and labs necessary to develop and print their images.

Accommodation for students who cannot come to campus:

Students that can't come to class will do their projects with their DSLR cameras and send them to me via Dropbox or some other file sharing service. Equipment necessary: Cameras, Enlargers, darkroom labs, specialized developing equipment, photographic chemistry and safe handling procedures.

Compliance with NYS Health Requirements: See first page. (Masks at all times, hand sanitizer, safe social distance) Everything touched will be wiped by user, under supervision of instructor. Sufficient time will be reserved for this.

On November 3, when the class meets at the same time as Art 206, students will be instructed to use separate staircases.

Contingency plan: Class will be moved completely online.

Music, Multimedia, Theatre and Dance Department - Dance and Theatre Program

Course	Section	Room	Time
DNC 209 THE 200		M16 or M18	<p>August 20th and 22nd and September 11th and 25th 11-1 (only if the weather is bad and we can't be outside)</p>

Room Capacity: APEX M16- 30 occupancy reduced to 8 APEX M18- 50 occupancy reduced to 8

Sign-up procedures: A list of students attending will be submitted weekly in advance of the class following college procedures.

Justification: To meet four times over the entire semester with the actors/dancers in person on campus **outside** at the beginning of the semester to give them some tools and create some initial movement phrases.

Accommodation for students who cannot come to campus:

Students who cannot attend in person will attend via Zoom online

Equipment necessary: N/A

Compliance with NYS Health Requirements: Students will enter through the front door of M18 and will go directly to the dance studio. On class days they will be asked not to arrive early and directed to remain 6 feet apart at all times.

Contingency plan: No in person meetings. Class will meet entirely online.

Course	Section	Room	Time
DNC 345	H1LC/H1LB	M16 or M 18	Sept 1, Sept 22nd, Oct 6, Oct 20th, Nov 10, Nov 24th, Dec 1st and Dec 8 12:00-1:40

Room Capacity: APEX M16- 30 occupancy reduced to 8 APEX M18- 50 occupancy reduced to 8

Sign-up procedures: For solo rehearsals instructor will check in at the beginning and end via Zoom. For small groups professor will attend. We currently have a Google Calendar that we use to schedule rehearsals. A list of students attending will be submitted weekly in advance of the class following college procedures.

Justification: For DNC 345 Choreography and Improvisation, students need a sprung floor to dance on for safety. Select classes would be held in person where appropriate. Students would also need to use the space in small groups to rehearse - schedule to be determined in advance and submitted for approval. Students completing dance assignments remotely in the spring advised faculty that they had incurred injury as a result of dancing on hard surfaces. A sprung floor is essential to protect dancers from ankle and foot injuries.

Accommodation for students who cannot come to campus:

Students who cannot attend in person will attend via Zoom online

Equipment necessary: Sprung floor to prevent injury. Students completing dance assignments remotely in the spring advised faculty that they had incurred injury as a result of dancing on hard surfaces. A sprung floor is essential to protect dancers from ankle and foot injuries.

Compliance with NYS Health Requirements: See first page. Students will be required to wear masks during dancing.

Contingency plan: Class will meet exclusively online.

		Room	Time
CUNY Dance Initiative	N/A	M 18 and M 16	Fridays and Saturdays 11-1 August 28th to December 11th. I am still waiting to hear from one other CDI artist.

Room Capacity: APEX M16- 30 occupancy reduced to 8 APEX M18- 50 occupancy reduced to 8

Sign-up procedures: Google Calendar and a list of students attending will be submitted weekly in advance of the class following college procedures.

Justification: We are also requesting space for the CUNY Dance Initiative (CDI). We have two guest artists who are planning to rehearse in M18. They will have no more than 8 dancers. APEX room M18 is a ballet studio with a legal occupancy of 50 persons. 8 dancers are well below 25% occupancy that Lehman is requiring in space.

Accommodation for students who cannot come to campus:

No students will be involved.

Equipment necessary: Sprung floor –a sprung floor is required to prevent injury for dancers.

Compliance with NYS Health Requirements: See first page. (Masks at all times, hand sanitizer, physical distance) Everything touched will be wiped by user with disinfecting wipes, under supervision of instructor. Sufficient time will be reserved for this.

Contingency plan: The program is specifically focused on supporting artists with space in exchange for funding and master classes. Without the space, I think the program would have to be cancelled. It is possible that we might be able to get some additional funding from CDI in order to cover additional costs if necessary.

Course	Section	Room	Time
Faculty Practice Times	N/A	M 16 and M 18	Fridays 1:30-3:30 and 4:00-6:00 - if students are not using their rehearsal blocks faculty might use them

Room Capacity: APEX M16- 30 occupancy reduced to 8 APEX M18- 50 occupancy reduced to 8

Sign-up procedures: Google calendar and a list of students attending will be submitted weekly in advance of the class following college procedures.

Justification: Professors might request occasional solo time in order to prepare class material safely on a sprung floor.

Accommodation for students who cannot come to campus:

No students will be involved.

Equipment necessary: Sprung floor

Compliance with NYS Health Requirements: See first page. (Masks at all times, hand sanitizer, physical distance)

Everything touched will be wiped by user with disinfecting wipes, under supervision of instructor. Sufficient time will be reserved for this.

Contingency plan: Class will meet completely on-line.

Course	Section	Room	Time
THE 225/DNC225	H01 and H81	MU 412; B20	Every other Thursday from 2-4:40pm and 6-8:40pm MU 412 Beginning Sept 10th to December 17th 2020

Room Capacity: MU 412 – 16 occupancy reduced to 5; SP B 20 – 80 occupancy reduced to 8; Lovinger Theater – 40 occupancy reduced to 8 (on stage)

Sign-up procedures: Students will sign up and prearrange with instructor to use M 412 during class hours and a list of students attending will be submitted weekly in advance of the class following college procedures.

Justification: Giving access to students on a pre-scheduled basis to access rehearsal spaces with sprung floors and multimedia tech equipment. The class requires rehearsal spaces with sprung floors (to avoid injury) and multimedia tech equipment.

Accommodation for students who cannot come to campus:

Class will be streamed live through zoom for students who cannot come to campus. If necessary, students can get loaned computers for multimedia components.

Equipment necessary: Computers in MU 412 for Multimedia software, spaces for rehearsals

Compliance with NYS Health Requirements: Besides the usual the department is ordering special theater masks. MU 412 – keyboard covers, everything will be wiped with disinfecting wipes by user under supervision of instructor. Sufficient time will be scheduled into the class.

Contingency plan: Class will go fully online. In any case students need to be provided with necessary software. Department is working with IT.

Course	Section	Room	Time
THE 235	H01LB/LC	Apex M 18, SP B20, Lovinger	Mondays From 12-2.30pm Lovinger Theatre August 31st to December 14th 2020. Mondays every other week beginning August 31st.

Room Capacity: SP B 20 – 80 occupancy reduced to 8; Lovinger Theater – 40 occupancy reduced to 8 (on stage); APEX M18 – 50 occupancy reduced to 8

Sign-up procedures: The instructor will set up space and of 16 students total have up to 8 students per class that have been prearranged with students in advance alternating weekly meetings of 8 students per session and a list of students attending will be submitted weekly in advance of the class following college procedures.

Entrance and exit procedures: The Lovinger Theatre can be accessed from the 1st floor of the Speech/Theatre Building and leads to a large lobby where students can enter and exit with proper social distancing. Instructor would meet students in the main lobby of the Lovinger and escort students in through the music building, up the stairs to MU 412.

Justification: Giving access to students on a pre-scheduled basis to access rehearsal spaces with sprung floors and multimedia tech equipment

Accommodation for students who cannot come to campus:

Class will be streamed live through zoom for students who cannot come to campus. If necessary, students can get loaned computers for multimedia components.

Equipment necessary: Theater Spaces

Compliance with NYS Health Requirements: See first page. (Masks at all times, hand sanitizer, physical distance). Everything touched will be wiped by user, under supervision of instructor. Sufficient time will be reserved for this.

Contingency plan: Class will go fully online. In any case students need to be provided with necessary software. Department is working with IT.

Course	Section	Room	Time
THE/DNC 425	H81	M 18 or M 16 and MU 412	Mondays from 6-9.30pm Apex M18 August 31st to December 14th 2020. Mondays every other week beginning August 31st. (4 hours between this course and the one before)

Room Capacity: APEX M18 –50 occupancy reduced to 8; APEX M16 – 30 occupancy reduced to 8; MU 412 – 16 occupancy reduced to 5 ; Lovinger Theater – 40 occupancy reduced to 8 (on stage)

Sign-up procedures: The instructor will set up space and of 16 students total have up to 8 students per class that have been prearranged with students in advance alternating weekly meetings of 8 students per session and a list of students attending will be submitted weekly in advance of the class following college procedures.

Entrance and exit procedures: The Lovinger Theatre can be accessed from the 1st floor of the Speech/Theatre Building and leads to a large lobby where students can enter and exit with proper social distancing. Instructor would meet students in the main lobby of the Lovinger and escort students in through the music building, up the stairs to MU 412.

Justification: Giving access to students on a pre-scheduled basis to access rehearsal spaces with sprung floors and multimedia tech equipment

Accommodation for students who cannot come to campus:

Class will be streamed live through zoom for students who cannot come to campus. If necessary, students can get loaned computers for multimedia components.

Equipment necessary: Tech equipment, sprung floor

Compliance with NYS Health Requirements: See first page. (Masks at all times, hand sanitizer, physical distance). Everything touched will be wiped by user, under supervision of instructor. Sufficient time will be reserved for this. Keyboard covers for all keyboards.

Contingency plan: Class will go fully online. In any case students need to be provided with necessary software. Department is working with IT.

Course	Section	Room	Time
THE 335	A01LB/LC	B22	B22 Scene Shop Tuesdays and Thursdays 9am-10.40am September 1st to December 17th

Room Capacity: SP B22 – 10 occupancy reduced to 4 The scene shop is 2,082 sq. ft. There is adequate space around equipment for students to be properly separated while learning to use the equipment.

Sign-up procedures: The instructor will set up the shop. 16 students are enrolled and 4 students per class will, that have been prearranged with students in advance alternating weekly meetings of 4 students per session and a list of students attending will be submitted weekly in advance of the class following college procedures.

Entrance and Exit Procedures: Students can enter and exit SP B22 Scene Shop from the main hallway on the basement level that leads to the lobby doors and the Gate 8 parking lot. Instructor will escort them in and out from the Basement Lobby entrance.

Justification: This is a hands-on class using a wide variety of equipment. Since most students are unfamiliar with the tools, they need to see demonstrations, and be given feedback and corrections in order to use the tools safely and accurately.

Accommodation for students who cannot come to campus:

Class will be streamed live through zoom for students who cannot come to campus. If necessary, students can get loaned computers for multimedia components.

Equipment necessary: Measurement tools, hand and power tools used in carpentry, lighting equipment, sound equipment, hand sewing supplies and sewing machines, and theater rigging equipment.

Compliance with NYS Health Requirements: Besides the usual:

The shop has a sink for hand washing. The shop will be cleaned before and after class time. Tools and equipment will be wiped down after each use using denatured alcohol by the faculty member, which is stored in the shop in a flammable storage cabinet.

Contingency plan: Class will go fully online, more theoretical instruction.

Course	Section	Room	Time
THE 200/DNC209	H01	B20, M 18, MU 412, Studio Theatre	Studio Theatre Speech/Theatre Bldg. Sept 2 W 11-1:30pm Sept 3 TH 3:30-6pm Sept 9 W 11-1:30pm Sept 10 TH 3:30-6pm Sept 16 W 11-1:30pm Sept 17 TH 3:30-6pm Sept 23 W 11-1:30pm Sept 24 TH 3:30-6pm Sept 30 W 11-1:30pm Oct 1 THz 3:30-6pm

Room Capacity: MU 412 – 16 occupancy reduced to 5 ; SP B 20 –80 occupancy reduced to 8; Lovinger Theater – 40 occupancy reduced to 8 (on stage); APEX M18 – 50 occupancy reduced to 8

Sign-up procedures: The instructor will set up space and of 12 students total have up to 6 students per rehearsal that have been prearranged with students in advance and a list of students attending will be submitted weekly in advance of the class following college procedures.

Justification: Need of sprung floors, stages and multimedia equipment

Accommodation for students who cannot come to campus:

Students who cannot attend in person will attend via Zoom online.

Equipment necessary: Sprung floors, stages and multimedia equipment (masks at all times, hand sanitizer, physical distance)

Disinfection of Equipment: Everything touched will be wiped by user with disinfecting wipes, under supervision of instructor. Sufficient time will be reserved for this. Keyboard covers for all keyboards will be replaced after each use.

Entrance/Exit procedures: The Studio Theatre can be accessed from the Basement floor of the Speech/Theatre Building and leads to a large lobby where students can enter and exit with proper social distancing. Instructor would meet students before class in the main lobby of the Studio Theatre and escort students in and out of the theatre space, and the building's main doors by the Studio on the basement floor leading to Gate 8 parking lot.

Compliance with NYS Health Requirements: See first page

Contingency plan: Class will go fully online. In any case students need to be provided with necessary software. Department is working with IT.

Course	Section	Room	Time
THE 4950	H81	M18 or M 16, MU 412	Tuesdays from 6-9:30pm M18 September 1st to December 17th 2020

Room Capacity: MU 412 – 16 occupancy reduced to 5 ; APEX M 18 – 50 occupancy reduced to 8; APEX M 16 – 30 occupancy reduced to 8

Sign-up procedures: Instructor will setup space for 4 meetings with the 2 enrolled senior students during the semester. M18 use for individual work will be prearranged with students and a list of students attending will be submitted weekly in advance of the class following college procedures.

Justification: Need of sprung floors, stages and multimedia equipment

Accommodation for students who cannot come to campus:

Class will be streamed live through Zoom for students who cannot come to campus. If necessary, students can get loaner computers for multimedia components.

Equipment necessary: Sprung floors, stages and multimedia equipment
(Masks at all times, hand sanitizer, physical distance)

Everything touched will be wiped by user, under supervision of instructor. Sufficient time will be reserved for this. Disposable keyboard covers for all keyboards will be replaced after each use.

Compliance with NYS Health Requirements: See first page

- Instructor will meet students in the lobby of Apex and escort them to M18. The lobby is large enough and students can enter and exit with proper physical distancing.

Contingency plan: Take class fully online. In any case students need to be provided with necessary software. Department is working with IT.

Journalism and Media Studies Department

Course	Section	Room	Time
FTS 215	H81LC/H81LB	B83/B86	Thursdays 6pm to 9:30pm - After initial training weeks, class will be mostly online synchronous.

Room Capacity: CA B83 –30 occupancy reduced to 7, CA B85 –22 occupancy reduced to 7 (with wall open for double capacity) movable wall between both rooms will be opened increasing occupancy to 52 which is reduced to 14.

Sign-up procedures: A list of students attending will be submitted weekly in advance of the class following college procedures.

Justification: This class requires in-person instruction and use of professional level video production equipment in the first four weeks with camera equipment exercises. Once they are trained in the use of the media equipment, they will sign out production kits that they may use off-campus and then return after use. Instructor: Yves Dossous

Accommodation for students who cannot come to campus:

All in person components in the first part of the course will be live streamed via Zoom for students that cannot come to campus.

Equipment necessary: Light, Camera, microphones

Disinfection of Equipment: (masks at all times, hand sanitizer, physical distance) everything touched will be wiped by user with disinfecting wipes, under supervision of instructor. Sufficient time will be reserved for this. Disposable keyboard covers for all keyboards will be replaced after each use.

Compliance with NYS Health Requirements: Besides the usual described on the first page:

- Half the class (9 students) will meet in person each week, with the other half viewing a live web stream in any week in which they are not physically present.

Contingency plan: Go fully online. Students need to be provided with the necessary software. Department is working with IT.

Course	Section	Room	Time
FTS 352	H81LC/H81LB	B81	W 6pm-9:30pm

Room Capacity: CA B 81 – 28 occupancy reduced to 7 NOTE, since only 8 students are enrolled, we will move this class to B83 – 30 occupancy reduced to 8.

Sign-up procedures: A list of students attending will be submitted weekly in advance of the class following college procedures.

Justification: Hands on studio production class. This is a group television production class in which students serve in various individual production roles that are always found in TV studio-based television production environment.

Accommodation for students who cannot come to campus:

Students who cannot attend in person will attend via Zoom online the in-person components.

Equipment necessary: Students need access to studio cameras and associated production hardware. Multimedia Center control room video switcher is currently out of service. No estimate provided yet about possible repair. To deal with this and to also enhance social distancing, instructor Migdio Dominguez says a remote "field pack" that serves as a video switcher/control room can be set up in MMC C-level common area outside of regular control room, reducing proximity of student who would be split between the TV studio floor and this video control area.

Compliance with NYS Health Requirements: Besides the usual:

- Students must use their own headphones
- (masks at all times, hand sanitizer, physical distance)
- Everything touched will be wiped by user, under supervision of instructor. Sufficient time will be reserved for this.
- Disposable keyboard covers for all keyboards will be replaced after each use.

Contingency plan: Contingency Plan in case of Shutdown would be to have class shift to synchronous online lecture and discussion with reduced production capacity. Class would shift, as needed to study of existing professional productions and the methods used to accomplish those. At instructor's discretion, students might attempt some very limited shooting video/audio on personal devices such as phones and/or personal cameras, but that is not very likely since this is a studio-based production class.

Course	Section	Room	Time
JRN 356	H1LC/H1LB	B83 and B85 MMC CA-31	Fridays 1pm to 4:30pm. CLASS WILL MEET IN-PERSON IN FIRST FEW WEEKS OF SEMESTER INSTRUCTOR WILL SEND STUDENTS INDIVIDUALLY TO MMC CA-31 TO USE COMPUTERS WITH PHOTO EDITING SOFTWARE

Room Capacity: CA C31 –17 occupancy will be reduced to 4; CA B83 – 30 occupancy reduced to 7; CA B85 – 22 occupancy reduced to 7 (with wall open for double capacity) movable wall between both rooms will be opened increasing occupancy to 52 which is reduced to 14.

Sign-up procedures: A list of students attending will be submitted weekly in advance of the class following college procedures.

Justification: Hands on studio class. After the initial in-person introductions and training in photographic technique, the instructor plans to have the students either use their own cameras or use 20 Canon camera kits loaned by the college.

Accommodation for students who cannot come to campus:

Students who cannot attend in person will attend via Zoom online the in-person components.

Equipment necessary: Cameras, photo editing equipment and software

Compliance with NYS Health Requirements:

- Everybody wears masks at all times
- Hand sanitizer will be provided
- Keyboards are covered and disposable covers are being exchanged after every use
- All equipment will be wiped between and after every use by user, under supervision of instructor.
- No more than 6 students in B83 or B85, students go individually to B 81. If they cooperate, no more than 3 students in B81, maintaining physical distancing.

Contingency plan: Class will go fully online. Students would then work with the college loaned Canon camera kits for the duration of the semester.

Course	Section	Room	Time
FTS/JRN 350	H 01	B83/B85	M 6pm-9:30pm

Room Capacity: CA B83 –30 occupancy reduced to 7; CA B85 –22 occupancy reduced to 7 (Class will be held with wall open between rooms) movable wall between both rooms will be opened increasing occupancy to 52 which is reduced to 14.

Sign-up procedures: A list of students attending will be submitted weekly in advance of the class following college procedures.

Justification: Hands on studio class. This class requires introduction to audio production equipment and techniques. It also requires socially-distanced use of separate audio recording stations (Rodecasters) set up at a distance in the double-sized MMC classroom facility.

Accommodation for students who cannot come to campus:

Students who cannot attend in person will attend via Zoom online the in-person components.

Equipment necessary: Broadcaster audio production equipment

Compliance with NYS Health Requirements: See first page

- Everybody wears masks at all times
- Hand sanitizer will be provided
- Keyboards are covered and covers are being exchanged after every use
- All equipment will be wiped between and after every use by user, under supervision of instructor.

Contingency plan: Have students recording at home, participating in online lectures and uploading audio files. Will go completely remote.

School of Education

Early Childhood and Childhood Education - ECE 350 Plan for On-Campus – one on campus class with students broken into 3 separate groups. Only 1 group of 6 will be in Carman Hall B40 a room with an occupancy of 24 persons.

The class will use the public art namely the Olmec head on Sept 12. I imagine having 3 groups of students. Group 1 and 2 (12 students) would come at 10 and sit **outside** around the Olmec head 6 ft. apart and draw and write questions and share their observations and questions.

- August 29 synchronous on-line using ZOOM and Discussion Board
- September 5 synchronous on-line
- Sept 12 at Lehman see below
- Sept 26 **alternate date in case of rain** on Sept 12 see below
- October 3, 10, 17, 24 and 31 synchronous on-line
- November 7, 14, 21 synchronous on line
- December 5, 12, 19 synchronous on-line

ALL UNDERGRADUATE STUDENTS AND FACULTY NEED TO WEAR MASKS OR FACE COVERINGS. I will bring box of extra masks and hand sanitizers as well as sanitizing wipes for the **tables in Carman B40. The Professor will sanitize tables before and after they draw.**

Sept. 5 at Lehman or Sept 12 if it rains on Sept 5.

10:00 – 10:50 AM

Group A (6 students) **seated 10 feet apart from one another** draw a Cycle of Life inside **Carman Hall room B40** with Marietta referencing any monuments, public works of art or landmarks that were important at different times or rites of passage in their lives. They then write about what they have drawn and why it was significant at that time. Afterwards they share what they have drawn and written with the rest of the group so they get to know one another a little more. They can do this by walking around the table and looking at what their fellow students have drawn and written. But not stopping or sitting or talking,

The Professor will sanitize the table. 10:50 – 11:00.

Group B (6 students) and Group C (6 students) **Outside** on the lawn **6 feet distance between them** around the Olmec Head, wearing masks. Chris Lea does a guided noticing and they do drawing front and side, write questions, write observations and share observations with one partner by leaving the drawing and questions on the lawn and **walking to the next drawings on the lawn.** Group B **sits 6 ft. apart on one side of Olmec head.** After 15 minutes **they go to front of Olmec head.** Group C **sits 6 ft. apart in front of Olmec head.** After 15 minutes **they go to other side of Olmec head.** Chris is timekeeper and calls out the time for changes.

11:00 -11:50 AM

Group A (6 students) goes outside for guided noticing with CL.

Group B goes inside with Professor for Cycle of Life just as Group A did.

The Professor sanitizes tables at 11:50

Group C stays outside with articles about Olmec art, architecture, culture and history; students write what they learned from articles in response to their questions and ask other questions. They sit 6 feet apart, further from group drawing Olmec head.

12:00 noon – 12:40.

Group A stays outside with CL does research on their written questions with the articles on the Olmec. They **sit 6 ft. apart on one side and back of Olmec head.**

Group B goes outside with CL and does research with Olmec articles and writes what they have learned. **They sit 6 ft. apart on other side and front of Olmec head.**

Group C goes inside with MSS and draws their Cycle of Life and writes about it. Same process as Group A. **MSS sanitizes tables.**

Alternate plan using 2 classrooms:

To avoid overlap of students one group will be asked to use the entrance to Carman Hall closest to the Library side (those coming to B40) and the other group will be asked to use the entrance closest to Kingsbridge (those perhaps coming to B02 if two classrooms need to be used..

10 – 10:50 AM

Group A (6 students) **seated 10 feet apart from one another** draw a Cycle of Life inside **Carman B40** with Marietta referencing any monuments, public works of art or landmarks that were important at different times or rites of passage in their lives. They then write about what they have drawn and why it was significant at that time. Afterwards they share what they have drawn and written with the rest of the group so they get to know one another a little more. They can do this by walking around the table and looking at what their fellow students have drawn and written. But not stopping or sitting or talking,

Marietta asks Group A students to go outside to Olmec [Head.at](#) 10:45 sanitizes the table. 10:50 – 11:00.

Group B (6 students) meet **Outside** on the lawn **6 feet distance between them** around the Olmec Head. Chris Lea does a guided noticing and they do drawing front and side, write questions, write observations and share observations with one partner by leaving the drawing and questions on the lawn and **walking to the next drawings on the lawn.** Group B **sit 6 ft. apart on one side of Olmec head.** After 15 minutes **they go to front of Olmec head.**

Group C (6 students) **sit 10 ft. apart in another** Carman classroom. They draw a Cycle of Life inside with Marietta referencing any monuments, public works of art or landmarks that were important at different times or rites of passage in their lives. They then write about what they have drawn and why it was significant at that time. Afterwards they share what they have drawn and written with the rest of the group so they get to know one another a little more. They can do this by walking around the table and looking at what their fellow students have drawn and written. But not stopping or sitting or talking,

11:0 Marietta gives instructions on reading articles about Olmec and Maya. They stay in that room.

11:00 -11:50 AM

Group A (6 students) goes outside for guided noticing with CL on Olmec head. Group B goes inside to Carman B40 with MSS for Cycle of Life just as Group A did.

Professor sanitizes tables at 11:55

Group C is in second Carman room reading and writing what they learn about the Olmec and Maya from articles. At 11:45 MSS asks them to go visit Olmec Head outside with CL.

Professor sanitizes tables at 11:50

12:00 noon – 12:40.

Group A comes back inside to B40 and does research on their written questions with the articles on the Olmec and Maya.

Group B goes to 2nd Carman classroom to read and write about Olmec and Maya.

Group C goes outside for guided noticing with Chris Lea.

School of Health Sciences, Human Services and Nursing

Department of Nursing

Proposal to Use Simulation/Skills Labs

The preparation of nursing students require that they develop specific skills and competencies. Simulation and skills labs have been used in the developing of these skills and competencies. Since the COVID-19 pandemic we have to develop new ways of providing instruction in the skills. We will use distance simulation vignettes as appropriate. As a last resort if allowed on the campus we have developed a tentative plan.

In order to provide for safety of our students and faculty the following procedures will be followed

- Labs will be 8 students or less.
- The lab times will be staggered so that we will not have more than four students 2 in skills lab and 2 in simulation. Students will be there for the maximum of 2 hours.
- Students and faculty will be screened regarding illness symptoms, including temperatures, upon entering the building.
- Only students assigned for that day and time will be allowed in the building.
- Students will only interact with their assigned partner and the faculty member.
- Students will use disposable gowns over their uniforms while in lab.
- Students will wear a mask at all times.
- PPE guidelines will of course be followed.
- If unable to maintain social distancing of 6 feet, students will wear face shields.

The Department of Nursing will follow the specific guidelines developed by CDC and the NYC Department of Health

Social Work

Plan for LMSW Licensure Prep Groups Fall 2020 – on campus

Saturday Mornings from 9:30 till 2:00 Carman B38 – 25 occupancy will be reduced to 7

Proposed date: 9/12, 9/26, 10/3, 10/17, 10/24, 10/31, 11/7, 11/14, 11/21, 12/5, 12/12, 12/19.

Max 7 participants (if feasible) per 2- hour session – half hour clean up in between sessions.

Participants will register each week via email by Thursday afternoon.

Mark Miller will send list of participants to Diane Clark, so that participants can be granted access to campus.

Participants must not be symptomatic not report fever in past 24 hours. Students must pre-screen the morning prior to coming to campus.

Upon admission to classroom participants will be required to wear a mask to enter the classroom and use hand sanitizer before sitting down at computer station. Individuals will be seated at 10-foot distances and will be required to sit in assigned seat. Computer keyboards will have disposable covers.

Instructor will be at podium with mask and covered keyboard.

During class session individuals take multiple choice test on individual computer terminal. Upon completion of the timed tests, the results are discussed in group and projected on the whiteboard.

At termination of the 9:30 group, the participants will be asked to depart individually. Instructor will then take steps to change keyboard covers and sanitize desktops with available cleaning wipes provided by the College. This should take approximately 30 minutes.

At 12:00 noon the second group will be admitted using the same protocols as the first group.

END OF PHASE 2 PLAN

ATTACHMENTS –Residence Hall, Child Care Center,

APEX – Pool and Fitness Center – Once approved to reopen will be submitted separately

RESIDENCE HALL PLAN

Lehman College Checklist for Reopening – Residence Hall

Location and Residents:

The Lehman College Residence hall is located on 247 Bedford Park Blvd, Bronx, NY 10458. There will be 17 total residents that will be living in the space. 3 are staff members and 14 will be student residents.

Response to Guiding Principles

Safety first: Lehman College has made the health and safety of the entire College community the focal point of all its planning and decision-making.

Residential living

Fewer than 14 students will reside on campus due to their inability to commute to campus (i.e. international students, students outside a reasonable commuting radius, no transportation, etc.). There will be 1 student per bedroom.

Shared Bathrooms/Commons Areas/Kitchenettes

- The residential density will ensure three students to a shared bathroom on each of the three floors. Each floor has two bathrooms.
- Kitchenettes will be used by one resident at a time to cook their items. Schedules will be placed on white boards for students to sign up for designated cooking times
- Common Areas can be used by no more than three residents' being able to socially distance as described below.

Signage:

Signage will be placed at the entrance of the building, in each kitchenette and bathrooms

Guest Policy and Visitors

Students will not be allowed visitors; This includes overnight guest and short-term guest. Guest policy has been suspended since late February and will continued to be suspended for the Fall 2020 semester. Social gatherings will be limited to outdoors and face coverings will be required at all times when moving outside the residents' room.

In the event a student is exposed to COVID-19 Isolation/quarantine is necessary

1. If residents have any symptoms of illness or have been in contact with anyone who has symptoms of illness they are being told to quarantine in their units. RA and RD will ensure necessary support systems are provided.
 - For those students in quarantine due to COVID-19, the campus will work with the Lehman College Basic Needs Center to coordinate access to meals by way of food cards, grocery deliveries, and takeout. Lehman will also provide student access to items located in Campus food pantry.
 - Due to the potential mental and psychosocial health issues that may occur as a result of isolation, staff from the Counseling, Wellness, and Health Centers will work with the Resident Hall Director to provide timely support for students. These efforts will also be supplemented by resident assistants. Lehman has also created a comprehensive list of external resources that will be shared with students upon moving in to the residence.
 - The Heath Center will provide Telemental health to students in quarantine. This will include daily check ins regarding new and ongoing symptoms. The Counseling Center will also provide Telemental health services. Services can be accessed via zoom, by phone, or email.

- Under the supervision of the Resident Director, Residents Assistant will check on the health and safety of residents daily during their duty rounds. These interactions will occur from outside the room to limit exposure through teleconferencing applications such as zoom and facetime.
2. If facing extreme symptoms residents will be advised to seek medical treatment. The RA/RD will call 911 if a medical emergency and wait with student until EMS arrives and will promptly contact the Student's emergency contact.
- Lehman will help to facilitate transportation for students effected by COVID-19. This will be coordinated with campus and external services. At this time, most students who require emergency care are transported to Montefiore Hospital. This will continue to be the primary hospital student are sent to.

Cleaning and Disinfection of exposed areas

- Once positive diagnose is confirmed, infected student will be moved to Isolation room that have already been taken off-line to quarantine for the recommend CDC timeframe and until the student can provide evidence of a test negative.
- Exposed room will be taken offline. At which point, Campus Facilities will follow college approved cleaning protocol. The room will remain vacant until clearance is given by Campus Facilities.

Notification of Occupants

- In an event a student test positive, The Hall Director will notify the Assistant Director and the Dean of Students. This information will then be shared by the Dean with designated senior administration and the COVID-19 Campus Liaison. All residents will be notified of possible exposure by Hall Director and Dean of students.

RA/RD Training:

RA and RD staff are Student Affairs Professionals and Para professionals and will receive same training as staff, additional training will be provided by CUNY Residence Hall Council in-service training sessions.

Move-In Procedures

Due to the small occupancy of the Residential building, 14 students maximum. All students are assigned a staggered move-in date over the course of the Move-in week. We allocated an entire week to minimize the risk of possible exposure. No more than 2 students will be allowed to move-in within a 3-hour period. Students that are moving in within the same period will be located on different floors. Only one student will be able to move-in per floor at a time.

Move-out

The closure of campus residence halls falls under the purview of the President. Upon notification of a closure, the Office of Student Affairs will work with both the Campus Emergency Response Team and Crisis Communications team to provide guidance to students affected by the disruption. Students will be provided with a minimum of 48 hours to vacate the Residence Halls. In some cases students will be allowed to store personal items on campus.

- The college will work with external partners to help facilitate temporary housing for students who are unable to secure housing if the facility is closed. This includes but is not limited to other housing facilities within the larger University System.

Communication

Students will be notified of the closure via telephone, text and email. The email will contain timelines, checkout instructions and emergency housing opportunities.

Isolation and Quarantine Spaces

In the event a student is diagnosed with COVID-19. There will be 4 rooms set apart as Isolation rooms and 1 bathroom set aside as isolation on the second and third floor. 2 rooms will be located on the second floor, with an individual bathroom assigned to the space. A second set of 2 Isolation rooms will be located on the third floor with its own bathroom assigned as well.

Programming

RA and RD staff will enforce social distancing across the residential areas, kitchenettes, commons areas and bathrooms

Residents Assistants will coordinate periodic programming focused on PPE, CDC recommended and required hygiene in an attempt to foster a safe community. Hall Director and Resident Assistants will provide ongoing educational programs and relevant articles. Housing staff is scheduled to participate in webinars coordinated by University residential council.

COVID-19 Cleaning and Disinfection Procedures

1. Introduction

Enhanced cleaning and disinfection is critical to reducing the spread of COVID-19 at Lehman College. These procedures have been developed to provide consistent practices for enhanced cleaning and disinfection in accordance with New York State Department of Health regulations, CDC recommendations and guidance available from safety and industry associations.

It is expected that all employees, students, and contractors will follow these procedures to protect their own health as well as other members of the campus community.

These procedures are in effect until further notice and are subject to change at any time as additional guidance becomes available.

2. Custodial Staff Cleaning and Disinfection Procedures

The following procedures describe the cleaning procedures to be followed by the Custodial Staff.

A. Routine Cleaning

Routine cleaning of occupied areas shall be continued according to departmental standards and includes actions such as:

- Cleaning high contact surfaces that are touched by many different people, such as light switches, handrails and doorknobs/handles
- Dust- and wet-mopping or auto-scrubbing floors
- Vacuuming of entryways and high traffic areas
- Removing trash
- Cleaning restrooms
- Dusting horizontal surfaces

B. Disinfection of Frequently Touched Surfaces

Frequently touched surfaces in common areas of occupied buildings are cleaned and disinfected by the custodial staff using products meeting the EPA criteria for use against COVID-19. When such products are temporarily not available, disinfectants labeled for effectiveness against Human Coronaviruses must be used.

Examples of frequently touched surfaces include:

- Door knobs or push bars
- Refrigerator and microwave doors and handles

- Door handles and push plates
- Stair Handrails
- Kitchen and bathroom faucets and fixtures
- Light switches
- Handles on equipment

C. Disinfection of Bathrooms/Kitchenettes

- Residence Life staff will provide students with Cleaning supplies placed in each bathroom for use in before and after every usage. Students will be educated to wipe down all areas before using cleaning wipes and disinfecting sprays. These items will be replaced on an regular basis.
- Purell stations on each floor for residents to use when arriving on each floor. Resident assistant are responsible to monitor and report and refill stations as needed and part of their daily duty rounds.
- Will be getting steady supplies from normal purchasing methodology and also the Building and Grounds department.

D. Cleaning and Disinfection of exposed areas

- Once positive diagnose is confirmed, infected student will be moved to Isolation room to quarantine for the recommend CDC timeframe and until the student test negative.
- Exposed room will be taken offline. At which point, Campus Facilities will follow college approved cleaning protocol.

E. Notification of Occupants

- In an event a student test positive, The Hall Director will notify the Assistant Director and the Dean of Students. This information will then be shared by the Dean with designated senior administration and the COVID-19 Campus Liaison. All residents will be notified of possible exposure by Hall Director and Dean of students.

A. As recommended by the CDC, all campus community members are required to:

1. Adhere to social distancing restrictions.
2. Cover their nose and mouth with a face covering when inside Residence Hall, Exceptions include: when alone in your assigned residence hall bedroom or when eating / drinking. Face coverings are also necessary when outdoors on campus when you are unable to maintain a social distance of more than six feet.

B. Face coverings should:

- fit snugly but comfortably against the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction

C. Failure to comply:

- Interactions with those failing to comply should be viewed as a public health educational opportunity. Persons not wearing a face covering or maintaining social distancing should be asked to comply.
- Failure to comply may result in the following actions:
- For students, it may result in a disciplinary referral to the Student Conduct Office for further action and/or removal from on-campus housing.
- For employees, it may result in referral to Human Resource Services for review and resolution.

For visitors, lessees, revocable permit holders and contractors, it may result in removal of authorization to be on campus property and/or termination of the applicable lease/permit/contract.

D. Definitions

- Social Distancing: or physical distancing, means keeping space between yourself and other people by staying at least 6 feet or more from other people depending upon the air circulation, not gathering in groups, staying out of crowded places and avoiding mass gatherings of any size.
- Personal Protective Equipment (PPE): is equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses. Personal protective equipment may include items such as gloves, safety glasses, respirators, or face coverings.

E. Students need be on the alert for signs of illness

Students must confirm they do not have fever, shortness of breath, cough or symptoms of COVID -19. Students will have to answer a few questions on a Bi-weekly basis.

Students are required to use the Campus re-entry/ self-screening tool located in CUNYFirst. Which is required by the university to gain entry to any university facility. Students are required to fill out the screening tool every day they attempts to regain access to the residential building.

These questions are:

- Has anyone in your household had any COVID-19 symptoms in the past 14 days?
- Has anyone in your household been tested for COVID-19 in the past 14 days and are you waiting for the result or was the result positive?
- Has anyone in your household had close or proximate contact with someone who is confirmed or suspected as a COVID-19 case in the past 14 days?
- Students who have a fever of 100.3 or above will not be admitted to the facility. We encourage students to be on the alert for signs of illness.

All Students will have to sign a documents acknowledging and accepting additional requirements before being provided with keys to the Residence hall spaces

F. Traveling to New York from the following States will be required to Quarantine for 14 days before entering the residence halls

The number of new cases, percentage of tests that were positive and many other helpful data points are always available at forward.ny.gov.

"As an increasing number of states around the country fight significant community spread, New York is taking action to maintain the precarious safety of its phased, data-driven reopening," Governor Cuomo said. "We've set metrics for community spread just as we've set metrics for everything the state does to fight COVID-19, and eight more states have reached the level of spread required to qualify for New York's travel advisory, meaning we will now require individuals traveling to New York from those states to quarantine for 14 days." [NYS Travel Advisory](#)

The full, updated list of states on the travel advisory, which will be regularly updated, follows below:

- | | |
|--------------|------------------|
| • Alabama | • Louisiana |
| • Arkansas | • Mississippi |
| • Arizona | • North Carolina |
| • California | • Nevada |
| • Florida | • South Carolina |
| • Georgia | • Tennessee |
| • Iowa | • Texas |
| • Idaho | • Utah |

LEHMAN COLLEGE CHILD CARE CENTER COVID-19 SAFETY PLAN

During the course of the Covid-19 pandemic, it is vital to follow the recommended health and safety guidelines of local regulatory agencies and the recommendations in the CDC Guidance for Child Care Programs that Remain Open to keep the children, staff and families in the child care program safe. The Imagine Health and Safety Plan has been updated as follows:

Child and Family Protocols

Drop Off/Pick Up

- Child drop off is at the center entrance to reduce outside exposure within the center.
- Adults and children must wear masks/face coverings when approaching the center for drop off.
- Postings on the front door remind parents to socially distance by 6 feet while waiting to drop off children at the center entrance.
- CDC Covid-19 Symptoms and Safety Protocols are posted at Center Entrance.
- Families will be accepted into the center drop off area one at a time by Center staff.
- Parents will use their own pen to sign the Daily Attendance Log. If they do not have a pen they will be provided with a disposable glove to use a center pen.
- Children will remove outside shoes and change to inside shoes.
- Outside shoes will be stored individually in provided storage containers.
- No strollers will be accepted into or stored in the center

Daily screening for all families, employees and necessary visitors Screening Questions:

- Are you or your child exhibiting any symptoms of Covid-19?
- Have you or your child had any contact with anyone that has or is suspected to have Covid-19?
- Temperature check to be conducted by staff wearing mask/face covering, gloves and eyewear:
 - 100.0 degrees or more is considered a fever and requires exclusion for 72 hours.
 - Temperature check repeated after lunch time.
 - Temperature is logged in Daily Health Check on Classroom Attendance Log.
 - In order to follow HIPAA rules, we will not be required to note the temperature...just that it was taken and that, by entering a "T", we acknowledge that the temperature met the threshold for attending the program (under 100.0 degrees).
 - Temperature is taken at drop off and again at lunch. Staff mark the sheet with a "T" and the time each time the temperature is taken.
 - Children developing a temperature or other CV-19 symptoms during attendance at the center will be isolated until an Authorized Escort can pick them up.
- Children will wash hands for 20 seconds immediately as they enter the program/classroom and at least hourly throughout the day in addition to the otherwise typically required times (Before and after meals, after diaper changing or using the bathroom, after wiping their nose)
- Any child presenting with fever, who is either isolated and sent home or kept home by family, must remain out of the center for 72 hours until fever free without the use of fever reducing medications.
- Any child that presents additional symptoms of COVID-19 or who's parent(s) inform the center that the child has been tested for COVID-19, must provide a doctor's note to allow the child to return to the program

Staff Protocols

- Staff will check their own temperature at home before coming to work.
- 100.0 degrees or more, without having taken any drugs to reduce fever, is considered a fever and requires exclusion for 72 hours. The staff member may be asked for a physician's note to return to work.

- Temperature check upon arrival to the center by a designated staff member wearing mask/face covering and gloves. Temperature is logged on the CV-19 Staff Temperature and Symptom Checklist. Social distancing markers or signs will be posted to denote 6 ft. of space between staff.
- Imagine will provide all staff with two (2) masks for face covering at no cost to the employee and will have an adequate supply of coverings in case of replacement.
- Staff are trained in CDC guidelines for properly wearing face coverings. Masks/face coverings cannot be shared. Staff must alert their Director when a mask/face covering is damaged or soiled for a replacement. Disposable masks must be discarded in the trash bin.
- Staff will wear masks/face coverings at all times, traveling to and from work with one covering and another while at work. Staff are provided with, and are responsible for cleaning, two (2) reusable cloth masks. Disposable masks are available as a back-up.
- Staff will answer daily health screening questions, logged on the CV-19 Staff Temperature and Symptom Certification Record Log.
- Are you exhibiting any symptoms of Covid-19?
- Have you had any contact with anyone that has or is suspected to have Covid-19?
- Staff will use hand sanitizer before clocking in. Hand sanitizing stations are located in common areas throughout the center. Social distancing markers or signs will be posted to denote 6 ft. of space between staff.
- Staff are provided scrubs and will change into them at the center after clocking in.
- Staff will remove scrubs if leaving the center for a lunch break and at the end of the day.
- Staff will launder appropriately scrubs and face masks. Staff will bring a freshly cleaned pair of scrubs to wear daily (Imagine is providing 2 pairs of scrubs).
- Staff will wear center only shoes or PPE shoe covers (if there are no safety concerns with the flooring).
- Staff will wash hands for 20 seconds immediately as they enter the program/classroom and at least hourly in addition to the otherwise typically required times (Before and after serving food, after diaper changing or bathroom assistance, after using the bathroom themselves, after wiping their own or a child's nose)
- When staff are in contact with shared objects or frequently touched areas, such as in the kitchen area or bathroom, staff may wear gloves that are provided by Imagine or sanitize or wash hands before and after contact.
- Staff will avoid interactions in shared areas to the greatest extent possible and maintain 6 ft. social distancing rules (e.g. break rooms, kitchen area, meeting areas, etc).

Classroom Practices

Reduced Group Sizes/ Face coverings

- Reduced group Size and teacher-to child ratios will be maintained according to local regulatory authorities.
- Group size including adults and children in any room will not exceed state and local regulations.
- Groups will not be combined and staff will remain with the same group whenever and wherever possible.
- Children over the age of 2 are encouraged to wear a fresh, inside face covering in classrooms (not the one worn walking to school). The face covering must be stored in a Ziploc bag with the child's name and sent home daily for cleaning.
- Face coverings should not be placed on children younger than 2 years of age, anyone who has trouble breathing, or anyone who is otherwise unable to remove the face covering without assistance.
- Children will be reminded not to touch their faces

Recommended Classroom Best Practices Around Social Distancing

- **Approaches to teaching children about social distancing**

“Stay in your bubble”

When children sit, ask them to form a bubble extending their arms, and bringing them to their heads. The arms once down cannot come out of the bubble and the bubble only expands once the teachers say to stand up or move.

“Helicopter arms”

Invite children to extend their arms and create a helicopter. If their hands touch each other, they are too close

Using space markers/pods/mats-

Use masking tape, sit upon or mats to create spots on the floor and encourage the children to use the space in the pod to play while communicating with their peers.

Rest Period.

During nap/rest time, children’s cots will be distanced at least 6 ft. apart and children alternated “head-to-toe.” Partitions may be used as necessary.

- **Areas of Learning and Materials**

Art

Individualize materials. Children can have zip lock bags with crayons, a scissor, and even some paper and craft materials. Label with name and refill as needed.

Block play

Limit children participating in the area. Once the children finish, the center should be closed and sanitized. Provide multiple sets of materials to rotate for use for each new group using the area.

Dramatic Play

As suggested in Block Play, use prop boxes to rotate use for each new group.

Manipulatives

Be very purposeful with your choices and planning. 4 year olds can use the smaller Legos while the 3’s use larger ones. Rotate in toys from storage or items not being used in other classrooms. Limit puzzles. Ask the children what THEY want to use that day. Make them part of the decision making process.

Sensory

Don’t avoid it! It’s still a very important part of daily play.

Use individual metal tins or trays for shaving cream, playdough, hair gel, shaving cream and homemade slime and goop. Have every child make their own playdough and keep it in their own container.

Playground Protocol

- Playgrounds must be used by one class at a time and schedules made to allow for classes to completely exit to their classroom before another class comes out.

- Playground equipment should be wiped down/sanitized between classes. Cleaning equipment and proper sanitizer should be readily available for playground use.
- Staff will wear gloves when picking up cleaning materials as other staff will have used the materials prior.

Meals

- Adults and children must wash hands for 20 seconds before and after meals.
- No sharing of food. Centers participating in lunch programs will have individual lunches/portions served.
- No food served family style. This includes birthday celebrations. During this crisis, centers will not make birthday cakes for sharing but birthdays will be acknowledged and celebrated in creative ways.
- Staff and children will be distanced as per CDC guidelines while sitting for meals.
- Children and staff will not share utensils, using only disposable utensils or those bought from home.
- All shared food preparation equipment (microwave, coffeemaker, and refrigerator) must be cleaned with disinfectant before and after each use.

Adult Bathroom Facilities

- Bathroom areas will be cleaned as per requirements.
- Only one adult in the bathroom at a time
- Wash hands after using bathroom for 20 seconds
- Faucets shut off with a clean paper towel
- Door opened with a clean paper towel discarded in a garbage receptacle outside the bathroom.

Office Protocols

- Masks/face coverings must be worn and 6 feet of distance maintained if more than one person is in the office.
- Wipe down desks, and keyboards, phones, printers, door release buttons, radios, walkie talkies after each use.

Director / Supervisor Protocols and Responsibilities

- Imagine will adhere to hygiene and sanitation requirements from the CDC and the Department of Health and maintain cleaning logs on site that document date, time, and scope of cleaning. Directors are responsible for maintaining the cleaning log in the COVID-19 Safety Plan Binder.
- Directors will ensure that all cleaning and disinfection occurs as per the CV-19 Safety Checklist and this Safety Plan. Frequent daily cleaning and disinfection of shared objects, surfaces and high transit areas is required.
- Directors are responsible for monitoring all COVID-19 safety protocols and will designate staff members to assist as Safety Coordinators and ensure they are trained.
- Directors will ensure that the COVID-19 Safety Plan is maintained current with all checklists, posters and other relevant documents, kept onsite in a COVID-19 Safety Plan Binder.
- Video-conferencing meetings will be held as needed. Essential in-person meetings will be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Directors will prohibit non-essential visitors on site to the extent possible. Designated areas for “pick-ups” or “deliveries” will be established to limit interactions to the extent possible.
- Directors (or their designees in their absence) are the point of contact for reviewing screening requirements and for the reporting of symptoms, exposure and testing results by staff and families.

Communication

- Imagine will keep lines of communication open to all staff and parents.
- All staff must discuss immediately with their supervisor or Director any questions, suggestions or concerns. Staff can also reach out to:

- Imagine will post signage throughout the child care centers to remind staff to adhere to proper hygiene, social distancing rules, appropriate use of PPE (masks/face coverings, scrubs, gloves), and cleaning and disinfecting protocols.
- Imagine has a communication plan in place and will utilize email, in addition to verbal communication from Directors to update staff and families.
- Imagine will maintain a continuous log of every person, including staff, children, and essential visitors, including cleaning personnel, who may have close contact with other individuals at the child care center or area. This is critical to comply with contact tracing requirements in the event of a positive case. These logs include timecard clock in/out records in ADP, Classroom In/Out Logs and the Essential Visitors Log. Directors and site supervisors are responsible for maintaining these logs and ensure they are placed in the COVID-19 Safety Plan Binder. Cleaning personnel who enter the center after hours will be asked to sign in/out on the essential visitor log as well.
- If a staff member tests positive for COVID-19, Imagine will immediately notify state and local health departments and cooperate with contact tracing efforts, including notification to potential contacts, such as staff, families, and essential visitors who had close contact with the individual. Imagine will provide the COVID-19 Infection in the Workplace Communication, while maintaining confidentiality required by state and federal law and regulations. The Director, Executive Director or Vice President are responsible for notifying the state and local health departments. The Director will notify the center sponsor, where applicable, of any CV-19 exposures or positive cases in staff.
- If a child or child's family member, test positive for COVID-19, Imagine will follow similar procedures of notifying the appropriate local health departments. Families of children in the child's immediate class will be called to inform them, keeping confidential the name of the family involved. The rest of the center population will be informed as well via written/email communication. The Director will notify the center sponsor, where applicable, of any CV-19 exposures or positive cases in children or family members.
- If staff of children have a fever or affirmative answers to the screening questions, or have been exposed to, or are displaying symptoms of COVID -19, they will not be allowed to enter the facility/required to isolate and then leave the facility and required to see a health care provider for assessment and testing. Upon request, staff and families will be provided with healthcare and testing resources.

Training

- All staff taking temperatures will be required to take HIPAA training and will maintain confidentiality. As child-care professionals, all staff have been trained to take temperatures.
- Directors are required to conduct training with all staff on the COVID-19 Safety Plan, including the appropriate use and disposal of PPE, social distancing rules, proper hygiene and cleaning and disinfecting protocols.
- It is recommended that Directors attend CV-19 training made available through industry contacts and share feedback with supervisors and colleagues.

Essential Visitors

- Directors will conduct the following:
- Directors or on-site supervisors are required to take the temperature of all essential visitors, including cleaning personnel.
- Directors or on-site supervisors are required to ask essential visitors: Are you exhibiting any symptoms of Covid-19?
- Have you had any contact with anyone that has or is suspected to have Covid-19?

- Directors or on-site supervisors will record the temperature and COVID-19 symptom and exposure question on the Essential Visitors Log.

In the Event a Staff Member or Child Becomes Sick at the Center we will follow our current Health Policies and:

- Identify an area to separate anyone who exhibits COVID-like symptoms during hours of operation, and ensure that children are not left without adult supervision.
- Notify local health officials, staff, and families immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- Areas used by any sick person will be disinfected immediately. Ensure safe and correct application of disinfectants, and keep disinfectant products away from children
- Advise sick staff members or children not to return until they have met CDC criteria to discontinue home isolation, and have a doctor's note to return:
 1. 3 days with no fever and
 2. [Symptoms](#) improved and
 3. 10 days since symptoms first appeared
- If a child or employee in the work environment... DOH... Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms **for 14 days**, and to follow CDC guidance if symptoms develop. If a person does not have symptoms follow appropriate CDC guidance for home isolation.
- Any person who has been in close contact with a staff member or child at the center that has tested positive will be informed verbally and in writing.

Travel Exclusion

- Continuing safety for Imagine staff and families is our priority. Staff and families returning to Imagine Child Care Centers after personal travel are required to follow all Executive Orders, licensing agencies and CDC Guidelines.
- Effective June 25, 2020, staff and families are required to quarantine for a 14-day period from the time of last contact within the identified state during the time of travel.
- All staff and families are required to notify their Director with their personal domestic vacation destinations to determine if their travel to a state will necessitate a quarantine period after their return.
- Staff and families may be required to submit a doctor's note and proof of a negative COVID-19 test. Imagine will follow all agency regulations.
- Staff and families are reminded that if they are traveling by plane, they should abide by all social distancing and hygiene recommendations, including wearing a mask and maintaining 6 ft. distance.
- Staff and families returning from a personal trip to any state or location must notify their Director if they have been in close contact with someone with COVID-19 or if they are experiencing symptoms consistent with COVID19.
- If a staff member or family is returning from a cruise and/or international travel, they will need to quarantine until 14 days have passed from the date of their return.

Testing Sites in NY State

Staff and families can use the link below to find testing sites closest to home.

<https://www1.nyc.gov/site/coronavirus/get-tested/covid-19-testing.page>

This Safety Plan will be updated as additional recommendations are provided by regulatory agencies.

Human Resources' Return Guidance to Staff

Transitioning from Remote Work to the Campus

This publication describes the steps the College has taken to ensure the safety, health and well-being of the campus community. A healthy workplace and campus environment are a team effort therefore, you will also find information that explains how all members of the campus community can contribute to the safety and well-being of the workplace.

These plans will evolve as we acquire new information and learn what is working well. As we move forward, our work will continue to be guided by health experts, public health agencies, New York State and CUNY to ensure we maintain an environment that promotes a sense of comfort and security for everyone on campus. We welcome your suggestions and ideas to enhance workplace safety.

Before You Return to Work

As per the interim guidance issued by New York State, all employees must complete the video *New York State COVID-19 Response: Return to Work*. You will learn how to put on and take off a face covering properly, comply with the daily screening requirements, maintain social distancing and other strategies to prevent the spread of COVID-19. The *COVID-19 Response: Return to Work* video is posted to the Blackboard site under *My Organizations*. Employees can access Blackboard from the Lehman College home page (see Logins) at <https://www2.cuny.edu/about/administration/offices/cis/core-functions/cuny-blackboard/>. Your CUNYfirst user name and password is required to login to Blackboard (ex. pat.doe35@login.cuny.edu).

When You Return to Work

Self-Monitoring for COVID-19 Symptoms

New York State requires employers to screen employees for COVID-19 symptoms before the employee enters the workplace. The screening is not a medical diagnosis of COVID-19, the screening is to determine whether the employee can report to the workplace.

The screening takes only a few minutes and the online form can be accessed using a computer or mobile device. Employees should follow the instructions at the bottom section of the self-screening tool regarding whether they should report to the campus. If the employee answers "No" to all the COVID-19 symptoms questions, they can report to the campus. If an employee answers "Yes" to one or more of the COVID-19 symptoms questions, they may not come to campus, instead, they should alert their department/division director or manager. Screeners are required to notify Human Resources when an employee self-reports answering "Yes" to one or more COVID-19 symptoms. Human Resources will follow-up with the employee.

Employees are expected to comply with the self-screening even if they will only be on campus for a short time. An employee who reports to work exhibiting symptoms of COVID-19 will immediately be isolated and sent home.

If it is confirmed that an employee has COVID-19 or has been in contact with someone who has COVID-19, the work area will be closed temporarily to permit cleaning and disinfection. The department manager will provide guidance about where employees should report pending the reopening of the office.

Airflow and Ventilation

The approach for improving ventilation varies by the type of mechanical system in the building. In older buildings like Gillet and Davis opening windows and doors creates the best airflow.

In newer buildings with central air handlers, the controls are being adjusted to increase the percentage of outside air. All air handling units have been disinfected and air filters have been replaced.

Enhanced Cleaning and Disinfection Program

The Buildings and Grounds staff began an enhanced cleaning and disinfection program before the campus closed in March and the enhanced cleaning and disinfection is still in progress. Employees returning to campus can expect the following:

- The cleaning and disinfecting of public and occupied areas on a daily basis. Disinfection is done using an EPA registered anti-viral disinfectant for high touch surfaces including door pulls/knobs, elevator panels/buttons, stair handrails, bathroom surfaces, counters and desks, light switches, and drinking fountains.
- Hand sanitizer stations throughout the campus in high use areas that are checked and refilled regularly.
- Disposable disinfecting wipes in offices as they re-open. Employees are encouraged to use the wipes to clean frequently touched surfaces such as computers, key boards, telephones, door knobs, copier touch pads and counter tops.
- For staff areas where social distancing is not possible, acrylic protection shields may be installed. Supervisors should contact Campus Planning and Facilities to review shielding options and locations.

Personal Protective Equipment (PPE)

Faculty, staff and students must wear a mask or appropriate face covering on campus per the Governor's Executive Order 202.17. This executive order requires individuals over the age of two and those medically able to cover their nose and mouth with a mask or cloth face covering when in a public place and unable to maintain or not maintain social distancing. Employees may choose to use their own appropriate mask or face covering or wear a cloth face covering provided by the college. The college will provide gloves as needed.

Common Areas

- Use the stairwells when possible to reduce the number of people in the elevators at one time.
- Food service will be arranged as a grab and go or phone-in/email order for pick up.
- Seating in the cafeteria and dining rooms conforms with safe social distancing requirements limiting occupancy to 25% of maximum capacity. Employees should consider in office or outdoor seating areas and social distancing for lunch and breaks.
- Lobbies and the seating in waiting areas conforms to safe social distancing requirements.

Visitors and Vendors

Visitors and vendors should be by appointment only and everyone must pre-screen prior to coming to the campus.

Contractors working on campus are under the jurisdiction of the Dormitory Authority of the State of New York. They are pre-screening daily and are required to follow NYS requirements for returning to work on construction sites.

Maintaining a Safe and Healthy Campus Environment

Here are some additional suggestions to keep the workplace safe:

- Maintain at least 6 feet between you and the next person at all times. Safe, social distancing is particularly important for activities like eating that require removing one's mask or face covering.
- Follow public health recommendations on hand washing with soap and water and the use of hand sanitizer. Hand sanitizer stations, located around the campus, are restocked regularly.
- Cover your mouth and nose with a tissue when you cough or sneeze and throw used tissues in the trash. If you don't have a tissue, cough or sneeze into your elbow, not your hands. Immediately wash hands with soap and water for at least 20 seconds or use hand sanitizer. Learn more about cough and sneezing etiquette from the Centers for Disease Control (CDC) website at [CDC.gov](https://www.cdc.gov).
- Limit the cross-contamination of desks, counters and other work areas by not touching your eyes, nose, and mouth, avoid readjusting or touching the mask or face covering or placing a used mask on shared surfaces. If possible, don't share telephones, electronic devices, pens and other work tools and equipment and clean and disinfect them before and after use.
- Opt for MS 365 Teams, Zoom, or Blackboard Collaborate for individual and staff meetings and to provide remote services to students and employees.

Signage and Communication

CDC and Department of Health signs are prominently displayed in the restrooms, elevators, bulletin boards and other areas of the campus. These signs provide helpful information to protecting ourselves and others.

Signs are posted throughout the campus with recommended occupancy limits for bathrooms, elevators, break rooms, meeting rooms and other multi-occupancy spaces please comply with the posted limited occupancy.

Health and Wellness

CCA@YourService, CUNY's Work/Life program, is a free benefit to you and your family. The program provides access to a range of support services including free, confidential counseling to employees, as well as their household and family members, health and wellness resources and referrals, assistance with convenience matters, and financial tools and resources. All this and more are always @YourService!

Call or log on 24/7 toll-free at (800) 833-8707, website www.myccaonline.com, company code: CUNY.

Equal Opportunity and Non-Discrimination

As we resume on campus operations after months of working remotely, we encourage all staff to complete two mandatory annual trainings. The redesigned *Employee Sexual Misconduct Prevention and Response Course* (ESPARC) and the Workplace Violence Prevention Program. Both programs are posted to Blackboard under *My Organizations*.

We also want to remind you of workplace policies that contribute to a respectful, affirming and harassment/discrimination free campus community.

The *CUNY Policy on Equal Opportunity and Non-Discrimination* prohibits discrimination on the basis of numerous protected characteristics in accordance with federal, state and local law. The protected characteristics include race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis.

<https://tmg-web.lehman.edu/academics/policies.php>

The *CUNY Policy on Reasonable Accommodations* and Academic Adjustments describes the reasonable accommodations and academic adjustments procedure 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.

<https://www.cuny.edu/about/administration/offices/legal-affairs/policies-procedures/reasonable-accommodations-and-academic-adjustments/i-policy-statement/>.

The *CUNY Policy on Sexual Misconduct* which prohibits sexual harassment, gender-based harassment and sexual violence against any CUNY employee or visitor.

<https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/ovsa/policies/Sexual-misconduct-8.30.18-PSM-2018-005.pdf>

Employees are encouraged to contact Human Resources at (718) 960-8181 or Compliance and Diversity at (718) 960-8111 for more information about the policies or their rights.

New York Forward Business Affirmation Form



The image shows a printed form titled "New York Forward Business Affirmation". At the top left is the "New York Forward" logo. The title "Business Affirmation" is centered. Below the title, the text reads: "We have received your responding affirmation on 07/31/2020 at 12:48 pm." followed by "Print or take a screenshot of this page for your records." The next section states: "Your next step is to create and post your NY Forward Business Safety Plan." followed by a link: "Download the NY Forward Business Safety Plan Template". A paragraph of affirmation text follows: "I am the owner or agent of the business listed. I have reviewed the New York State return guidance for business re-opening activities and operations during the COVID-19 public health emergency and I affirm that I have read and understand my obligation to operate in accordance with such guidance." At the bottom, contact information for Lehman College, CUNY is provided, including the name Rene Rocco, phone number (949) 333-0812, email rene.rocco@lehman-cuny.edu, and address 350 Bedford Park Boulevard West, Bronx, NY 10468.

New York Forward

Business Affirmation

We have received your responding affirmation on 07/31/2020 at 12:48 pm.
Print or take a screenshot of this page for your records.

Your next step is to create and post your NY Forward Business Safety Plan.
[Download the NY Forward Business Safety Plan Template](#)

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

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