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To: The John Jay College Community

From: Mark Flower, Interim VP & COO, Campus Coronavirus Coordinator

Re: Approved Low Site Access Plan for Reopening

As President Mason [wrote last week](#) and over the summer, John Jay has been working closely with CUNY to design a plan for safe reopening. The health and safety of our community has been at the center of that planning process and all decision-making. John Jay now has an approved staged [Reopening Plan](#). The detailed plan is available on our [Coronavirus web page](#). Because this plan is designed to support the goal of having the lowest density possible on campus, our plan for this phase of reopening is called our 'Low Site Access Phase Plan.'

Plan Highlights

Highlights of the newly approved Low Site Access Phase Plan are as follows:

- For the Fall 2020 semester, 99.5% of the instruction will be conducted in a distance-learning format.
- The Low Site Access Phase Plan will open the campus in a limited and controlled manner.
- The Low Site Access Phase Plan provides for limited on-site access to campus for the following:
 - Controlled access for low levels of in-person teaching, primarily for laboratory classes that cannot be conducted in a distance-learning mode;
 - Controlled access to work spaces for faculty and staff;
 - Controlled access to campus work/study spaces for students, as well as increased access to select support services for students (and faculty/staff).

Controlled Access

Controlled access means that you must have approval to gain access to the College at a particular date and time during this period. To gain approval for access, you must complete the following steps:

- **Make an appointment.** Currently, individuals make an access request through their Department Chairs or supervisors that will then be approved through Public Safety. In the near future, John Jay will provide an online registration system where students, faculty, and staff members can reserve a specific time period to come to campus on a sporadic basis. Space reservations will be limited by specific area, floor, and department, in order to maintain proper social distancing. If you have not reserved a time slot, you will not be granted access to the campus.
- **Complete Training.** Prior to coming to campus, complete the one-time training located in Blackboard entitled John Jay College New York State Covid-19 Response: [Return to Work Training](#). If it is not possible to complete the training in advance, the safety training is also available on campus in room L.63 and is ADA compliant.
- **Complete a Health Prescreening.** Prior to every trip to campus, complete the *Everbridge* prescreening health symptom checker. You can get the *Everbridge* App from the iTunes store or Google play store:

- Search for "EverBridge."
 - Once the app is downloaded, search for the organization "CUNY."
 - Then select "CUNY-Health Screening" and login with your "[CUNYfirst username](mailto:CUNYfirst_username@login.cuny.edu)"@login.cuny.edu
 - After you are logged in, you choose the shield in the lower right-hand corner to perform a health screening.
 - Once you have completed your answers to the questions, you can display the green check symbol to indicate to John Jay Public Safety you have been pre-screened. If the Everbridge Screen is "Red", you should not come to campus and will be referred for COVID-19 testing.
- **Complete Day-Of Symptom Check.** Upon arrival, faculty and staff must meet criteria for temperature and symptoms. If temperature is above the upper limit of normal (100.4°F), entry to campus will be denied and the individual will be referred for COVID-19 testing.

Operating Protocol Once on Campus

- Face coverings must be worn at all times while on campus (with the exception of a private office space when only one person is occupying that space).
- The only entrance to be used to gain access to the campus is through the 59th Street entrance. Anyone working in other campus buildings (e.g. Westport, BMW) must report to the 59th entrance first to be screened.
- Proper six-foot social distancing must be maintained at all times.
- On-campus signage is posted to remind individuals to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfection protocols.

Contact Information

We are committed to ensuring a safe reopening during this phase. We have identified campus contacts who are available to help if needed.

- **Raising Questions/Concerns.** If you have questions or concerns about the reopening plan or the compliance to the plan, please contact Mark Flower, Interim VP and COO and Campus Coronavirus Coordinator at 212-621-3789 or mflower@jjay.cuny.edu.
- **Reporting COVID-19.** Any student, faculty, or staff member who has been exposed to or tested positive for Covid-19 should report it to Malaine Clark, Co-Campus Coronavirus Liaison, who will work to conduct appropriate notifications. Malaine can be reached at maclarke@jjay.cuny.edu. Diego Redondo, Co-Campus Coronavirus Liaison, is responsible for recording who has come on campus for effective contact tracing and can be reached at dredondo@jjay.cuny.edu.
- **Reporting Anonymous Concerns.** During this time, we are committed to making sure that everyone is comfortable reporting concerns about safety or any other issues under this plan. If you wish to make an anonymous complaint, you can also report it [here](#).

Thank you very much for your support and cooperation as we begin to reopen the campus in this low site access phase. If you have any questions, please do not hesitate to let me know.

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