



**Frequently Asked Questions  
(FAQs) Regarding**

**John Jay's Strategy for a  
Safe Campus**

**During the COVID-19  
Pandemic**

**UPDATED September 27,  
2021**

# John Jay's Strategy for a Safe Campus during the COVID-19 Pandemic

## 1. What is John Jay's plan for a safe campus during the ongoing pandemic?

John Jay is committed to ensuring a safe campus. We are using a multi-layered mitigation strategy which includes improvements to building ventilation, enhanced cleaning procedures, face masks, hand hygiene, and vaccination.

The College has developed a comprehensive **Fall 2021 Reopening Plan** which was unanimously approved by the College's Fall Planning Committee and also approved by CUNY. Please find the approved plan linked [here](#).

We hope that the questions and answers in this document help you understand our strategy and what you can expect while you are on campus. We will continue to update this document as more information and guidance become available. We are excited to see you!

*[This answer was last updated on September 27, 2021.]*

## The FAQs

### 1. Where did these FAQs come from?

These frequently asked questions were developed based on questions submitted by faculty, staff, and students. As more details about our plan for a safe campus are finalized, we will continue to add new questions and answers to this document, and some submitted questions will be addressed in future editions of these FAQs.

*[This answer was last updated on September 27, 2021.]*

### 2. Will there be any changes to these FAQs?

Yes. As you know, the circumstances change all the time. So please understand that this document will be updated frequently, and some answers may change as the guidance from state and local officials, CUNY, and public health authorities' changes.

You'll notice that each question includes the date that the answer was "last updated" so that we will be able to keep track of answers that are updated or changed.

*[This answer was last updated on June 17, 2021.]*

### 3. How can I submit an FAQ?

If you would like to submit a question for a future version of the FAQs, please email it with the subject line “FAQ suggestion” to: [AskJohnJay@jjay.cuny.edu](mailto:AskJohnJay@jjay.cuny.edu).

If you have questions that are personal to you, you can contact: (1) for general questions, [AskJohnJay@jjay.cuny.edu](mailto:AskJohnJay@jjay.cuny.edu); (2) for health-related questions, Malaine Clarke ([maclarke@jjay.cuny.edu](mailto:maclarke@jjay.cuny.edu)); or (3) for human resources questions, Oswald Fraser ([ofraser@jjay.cuny.edu](mailto:ofraser@jjay.cuny.edu)).

*[This answer was last updated on June 17, 2021.]*

## Vaccination

### 1. Do I need to be vaccinated?

All CUNY students enrolling in Fall 2021 in-person and hybrid classes must be vaccinated and starting on October 7, all students taking remote-only classes who wish to visit a campus at any point this fall for any reason must be fully vaccinated and have their vaccination documents approved in CUNYfirst — unless they have been granted a religious exception or a medical exemption. In addition, all student athletes, whether enrolled in such classes or not, must be vaccinated. FAQs regarding the Student Vaccination policy can be found here: [Student Vaccination Policy Frequently Asked Questions – The City University of New York \(cuny.edu\)](#)

Faculty and staff are strongly encouraged to get vaccinated, but it is not mandatory.

New York City’s Emergency Executive Order 225 may forbid John Jay from allowing unvaccinated people from using certain facilities on campus, such as the gym, theater, or cafeteria. That Order is still being analyzed and more details will be forthcoming. Getting vaccinated is the best way to keep yourself, your family, and our community safe. Please do it now if you haven’t already (see Question 2).

*[This answer was last updated on Sept. 27, 2021.]*

### 2. Where can I get vaccinated?

Please visit the [NYC COVID-19 Vaccine Finder](#) website or the [NYS COVID-19 Vaccine Finder](#) website to find a vaccination site near you.

*[This answer was last updated on Sept. 27, 2021.]*

### 3. What do we mean by people who are “fully vaccinated”?

These FAQs sometimes refer to people who are “fully vaccinated.” Fully vaccinated means it has been at least two weeks since you received your second dose of a two-dose vaccine (like the Pfizer-BioNTech or Moderna vaccines), or two weeks since you received a single-dose vaccine (like the Johnson & Johnson/Janssen vaccine). If you are an International student and the vaccine you have received is approved by the WHO, you are also considered fully vaccinated, provided you meet the time guidelines as stated above.

*[This answer was last updated on Aug. 3, 2021.]*

#### 4. How can I verify my vaccination status if I choose to do so?

Proof of vaccination should be done through your CUNYfirst account. For instructions on how to upload your vaccination information:

- **Students**, please use this link: [Student Guide to Vaccination Verification](#).
- **Faculty and Staff**, please use this link: [Faculty & Staff Guide to Vaccination Verification](#).

Note, if you are a student and previously submitted your vaccination verification information to the Health Office, please resubmit this information in CUNYfirst to ensure that your campus access is approved.

NOTE: For students enrolled in in-person or hybrid classes, the deadline to upload your vaccination information was September 27, 2021.

*[This answer was last updated on September 27, 2021.]*

## Safety Protocols for Everyone

### 1. Are face coverings (masks) required?

Yes. Due to the presence of Delta and other variants, CUNY has enacted a temporary mask mandate. This mandate is subject to modification based on changing vaccination statistics and coronavirus transmission rates.

For the time being, **everyone, regardless of vaccination status**, must:

- Wear a face mask inside all CUNY campuses and office buildings. Wearing a mask is required indoors at all times, regardless of your physical distance from others, including while taking classes and working in a non-enclosed space such as a library cubicle or other open seating.
- Wear a mask outdoors on campus when unable to maintain physical distance from others.

The only exceptions to the requirement for wearing a mask inside are:

1. If a fully vaccinated person is alone in an enclosed space such as an office, conference room, or dorm room.
2. In a classroom, if a fully vaccinated professor is teaching a class and keeps social distance from everyone else in the class, he or she may choose not to wear a mask.
3. Briefly while eating or drinking, provided social distancing is maintained.

In addition to the temporary mask mandate for all, **anyone who is not fully vaccinated** must wear a mask indoors at all times while on campus, including in enclosed spaces, except briefly when eating or drinking (in which case they must maintain strict social distancing). Eating or drinking is not permitted anywhere indoors except: (i) the cafeteria and the faculty/staff dining rooms; (ii) the eating space near the 11th Avenue entrance; (iii) Lil' Jay's; and (iv) an enclosed office.

*[This answer was last updated on Sept. 27, 2021.]*

### 2. What are the social distancing rules?

Students who are not vaccinated are required to maintain social distancing between themselves and all others in a classroom.

Professors who wish to remove their masks while teaching can only do so if they are fully vaccinated and maintain social distancing.

Everyone is required to obey any capacity limits (for example in elevators, computer labs, and the like).

*[This answer was last updated on Aug. 20, 2021.]*

**3. Who will ensure that people follow the rules related to masks or social distancing?**

We are all in this together. We have seen our community step up and come together to support one another repeatedly during this pandemic, and we expect near-universal compliance with the rules designed to keep everyone safe when we return to campus—even if a friendly reminder is needed now and then.

*[This answer was last updated on Aug. 3, 2021.]*

**4. Is personal protective equipment (PPE) available on campus?**

Yes. You can visit Public Safety to get personal protective equipment (PPE) such as masks and gloves. Disinfectant wipes will be placed in classrooms and office areas, and hand sanitizer dispensers will be located throughout the campus. If additional cleaning supplies or PPE are needed, please contact Facilities (212-237-8517) or Public Safety (212-237-8524).

*[This answer was last updated on June 17, 2021.]*

## Access to Campus and Screening

**1. What will I need to do in order to gain access to campus?**

There will be only two ways to gain access to campus:

- 1) Show proof of vaccination; or
- 2) Show proof of a negative COVID-19 test taken within the past seven (7) days from the date of entry. After October 7, 2021, this option is only available for faculty and staff, or for students who have an approved medical exemption or religious exception.

- **Proof of Vaccination:** If you are **fully vaccinated** and have verified your vaccination status in CUNYfirst (see Vaccination Q/A 4), Public Safety will program your ID card to allow you to enter at any campus entrance.
- **Testing:** CUNY has entered into a relationship with Applied DNA to conduct testing for all CUNY campuses, as well as Cleared4 health, an online platform, through which you can register for the testing program, schedule a test appointment, receive test results, and display proof of testing. If you have not provided proof of vaccination in CUNYfirst, CUNY will send an email to your preferred email account (as identified in CUNYfirst) with instructions on how you can make a reservation to be tested at any of the following locations:

Herbert H. Lehman College  
Bronx Community College

Hostos Community College  
The CUNY Graduate Center  
**John Jay College of Criminal Justice (inside North Hall)**  
Baruch College  
Borough of Manhattan Community College  
City College of New York  
Hunter College  
Brooklyn College  
City Tech  
Kingsborough Community College  
Medgar Evers College  
Queens College  
Queensborough Community College  
York College  
LaGuardia Community College  
The College of Staten Island

Test results will be processed within 30 hours (48 hours on weekends) and can be accessed by computer or smartphone. Test results will be sent through the Cleared4 health online platform and if you have a negative test result you will be given a green token. This will allow you access to any entrance on campus during the valid testing period (the test results are valid for 7 days). You will be required to present the green token on your phone when you enter campus. Additional information can be found here <https://www.cuny.edu/coronavirus/covid-19-testing-program-facultyandstaff-faq/>, and detailed testing location information is available [here](#).

*[This answer was last updated on Sept. 27, 2021.]*

**2. If I fail the COVID-19 testing or have come into close contact with someone who is Covid positive, will I be allowed on campus?**

No you will not be allowed on campus.

CUNY will continue to require that unvaccinated individuals enter quarantine in the event of possible exposure. Fully vaccinated individuals will be required to get tested 3-5 days after the exposure and will not be allowed on campus until after receiving a negative test result. Isolation is required for all individuals when diagnosed with COVID-19.

Specifically:

- A fully vaccinated person who (i) has had close contact with someone with COVID-19 and (ii) shows no symptoms of COVID-19, should get tested 3-5 days after their exposure AND not report to in-person work or class until they receive a negative test result or medical clearance to return.
- An unvaccinated person who has had close contact with someone with COVID-19, regardless of whether they have symptoms or not, should quarantine for 10 days.
- Quarantine is not necessary for someone who tested positive for COVID-19 in the last 90 days, recovered and remains without symptoms after exposure. This person will be required to provide appropriate medical clearance to return to work or class.
- In general, an individual should isolate for 10 days after a positive test. Isolation should be longer if symptoms are present - at least 24 hours after no fever without fever-reducing medication and all symptoms are improving.

*[This answer was last updated on Sept. 27, 2021.]*

### 3. **When can I come to campus?**

Hours of operation for the New Building and Haaren Hall are:

**Monday – Thursday:** 7:00 a.m. – 11:00 p.m.

**Friday:** 7:00 a.m. – 9:00 p.m.

**Saturday:** 7:00 a.m. – 6:30 p.m.

**Sunday:** 8:00 a.m. – 5:30 p.m.

All other buildings will have the same hours of operation as the New Building and Haaren Hall, except they will be closed on Sundays.

*[This answer was last updated on June 17, 2021.]*

## **Keeping Our Buildings Safe**

### 1. **How will air quality be maintained?**

We will follow CDC guidelines for ventilation. Consistent with these guidelines, in all campus buildings (including Haaren Hall, the New Building, North Hall, and the John Jay floors in the BMW building and Westport):

- We will increase the amount of outside air brought into the buildings through the HVAC system, reducing the amount of air recirculation.
- We will open windows and doors, when feasible and when the weather allows, to increase outdoor airflow.
- Where fan operation can be controlled using the thermostat, we will set fans to the “on” position instead of “auto.”
- We will use MERV 13 or greater filters.
- We will use portable high-efficiency particulate air (HEPA) fan/filtration systems to enhance air cleaning in all classrooms and, where needed, in office spaces.
- We will extend the run times of HVAC systems before and after the building is occupied.

In addition, we have procured enhanced air filtration systems for use certain areas of campus as needed.

*[This answer was last updated on Aug. 20, 2021.]*

### 2. **How will the buildings be cleaned?**

We will follow the CDC guidelines for cleaning. Consistent with these guidelines when campus reopens, in all campus buildings (including Haaren Hall, the New Building, North Hall, and the John Jay floors in the BMW building and Westport):

- We will prioritize high-touch areas.
- In most situations, regular cleaning (at least once a day) is enough to sufficiently remove virus that may be on surfaces. In certain circumstances, the CDC recommends disinfecting after cleaning—we will do so, using an EPA-approved

disinfectant.

- Bathrooms will be cleaned four to five times a day.
- In office spaces, we will remove the garbage, vacuum, and dust on a routine basis, and will provide disinfectant surface wipes that can be used, if desired.

*[This answer was last updated on June 17, 2021.]*

## **Campus Facilities**

### **1. Will the Jay Walk be open?**

Yes. As required by CUNY's mask policy, all individuals, regardless of vaccination status, must wear their masks while on the Jay Walk when unable to maintain physical distance from others.

*[This answer was last updated on Aug. 19, 2021.]*

### **2. Will the cafeteria be open?**

Yes. MBJ will provide limited food service on campus. Food and beverage services will be offered in the Cafeteria, Lil' Jay's, and the kiosk on Haaren Hall 2<sup>nd</sup> floor.

*[This answer was last updated on Sept. 27, 2021.]*

### **3. How many people can go into an elevator at one time?**

Elevators in all buildings (including Haaren Hall, the New Building, BMW, and Westport) will operate at 50% capacity, with signs to indicate what that means for each elevator. Priority is to be given to individuals with disabilities. The stairs and escalators should be used as often as possible.

*[This answer was last updated on June 17, 2021.]*

### **4. Once I'm on campus, will I be limited to one particular area?**

No. Once on campus, you will be able to visit multiple classrooms, offices, study areas, and so on, as needed or desired.

*[This answer was last updated on June 17, 2021.]*

### **5. Are visitors allowed on campus?**

CUNY has adopted a new visitor policy. CUNY's Visitor Policy is designed to restrict anyone who has not been fully vaccinated or has not received a recent negative COVID-19 test from entering a CUNY campus or office.

Every visitor to a CUNY campus, whether accessing indoor or outdoor spaces, must provide proof to CUNY that they (i) are fully vaccinated or (ii) have had a negative COVID-19 molecular (PCR) test performed by an accredited lab no more than 7 days prior to the visit.

Visitors can upload their proof of vaccination or negative Covid test results here:  
<https://doitapps2.jjay.cuny.edu/covidDocsUpload/>

Visitors are also required to comply with all other University policies and codes of conduct, as well as government and/or campus-specific rules and protocols, applicable to individuals on campus that are intended to help prevent the spread of COVID-19, including by way of example: any masking and social distancing requirements; and complying with any applicable federal, state or local quarantine rules.

*[This answer was last updated on Sept. 27 2021.]*

## Student Questions

### 1. Do students need to be vaccinated?

Yes. All CUNY students in Fall 2021 in-person or hybrid classes and, after October 7, any students accessing University facilities for reasons other than to attend an on-campus class session will be required to be vaccinated. The FDA granted full approval to the Pfizer vaccine on August 23, 2021, triggering a 45-day final deadline for CUNY students to be fully vaccinated and their vaccination documentation uploaded and approved in CUNYfirst. Students now have until September 27 to upload proof of vaccination into CUNYfirst in order to gain approval by October 7 (45 days from FDA approval). Additional details on this requirement as well as information about how to request a medical or religious exemption can be found here: [Student Vaccination Mandate FAQ – The City University of New York \(cuny.edu\)](#)

Proof of vaccination should be done through your CUNYfirst account. For instructions on how to upload your vaccination information, please use this link: [Student Guide to Vaccination Verification](#). Note, if you are a student and previously submitted your vaccination verification information to the Health Office, you must resubmit your information in CUNYfirst.

Getting vaccinated is the best way to keep yourself, your family, and our community safe. If you haven't already done so, please visit the [NYC COVID-19 Vaccine Finder](#) website or the [NYS COVID-19 Vaccine Finder](#) website to find a vaccination site near you.

*[This answer was last updated on Sept. 27 2021.]*

### 2. What happens if I am in an in-person or hybrid class and I am not vaccinated or do not provide proof of vaccination in CUNYfirst?

Students taking in-person or hybrid classes who fail to [upload proof of vaccination](#) in CUNYFirst by September 27, will have their in-person and hybrid classes dropped, lose access to Blackboard for those classes, and will not be eligible for refunds for those courses. The withdrawal also may negatively impact those students' current and future financial aid. In addition, these students will lose access to enter the campus until they provide proof of complete vaccination.

*[This answer was last updated on September 27, 2021.]*

### 3. I am student athlete but not taking in-person or hybrid classes, do I need to be vaccinated?

Yes, full vaccination is required to participate in any sport in the CUNYAC, the East Coast Conference (ECC) and the NJCAA Region XV.

*[This answer was last updated on September 27, 2021.]*

**4. Will there be places for me to go between my in-person classes and, if necessary, to attend a Zoom class?**

Yes. Most areas throughout the buildings, including the library and computer labs, are open—except for Club Row.

Extra study areas have also been set up in the Shiva Gallery and L-61 in the New Building.

*[This answer was last updated on September 27, 2021.]*

**5. Can I hang out with my friends between classes?**

Yes. On-campus interactions are an important part of the learning experience. Interactions with others are encouraged—but you must follow the masking and distancing rules.

*[This answer was last updated on June 17, 2021.]*

**6. For in-person or hybrid classes, can students attend an in-person class remotely?**

No. If a student enrolls in an in-person class, they are expected to attend that class in person, as in a typical semester. Some classes are scheduled as hybrid classes, and in those cases, students will be expected to attend some sessions in person and some sessions online, consistent with the class schedule.

*[This answer was last updated on Aug. 3, 2021.]*

**7. Can I remove or lower my mask to eat or drink during an in-person class?**

No. As is always the case, eating and drinking is not permitted in classrooms.

*[This answer was last updated on June 17, 2021.]*

## **Faculty and Staff Questions**

**1. How many employees are allowed in the work area?**

Since August 16 we have been operating at a 50% occupancy rate in office spaces.

*[This answer was last updated on Aug. 3, 2021.]*

**2. Can I continue to work flexible hours?**

Under [CUNY's Flexible Work Arrangements policy](#), and to meet our 50% occupancy goals, supervisors may work with staff to arrange modified schedules, including flexible hours and condensed workweeks. Such arrangements require consultation with and approval by managers. Prior to implementing any modified schedules, managers and staff must take adequate steps to ensure that support services for students and staff and

University ~~quarters~~ will continue without interruption while modified schedules are in place.

*[This answer was last updated on Aug. 3, 2021.]*

**3. I am in a high-risk group. Who do I talk to about my situation?**

Employees at heightened risk for severe illness if they contract COVID-19 may be eligible for a [reasonable accommodation](#) (for example, working a flexible schedule or remotely). Contact your supervisor and the College's Human Resources Department.

*[This answer was last updated on June 17, 2021.]*

**4. Will webcams be provided for conducting Zoom meetings while on campus?**

Yes. Please email the Help Desk ([helpdesk@jjay.cuny.edu](mailto:helpdesk@jjay.cuny.edu)) to request equipment for your office. In addition, conferencerooms are being upgraded throughout campus to support Zoom meetings.

*[This answer was last updated on September 27, 2021.]*

**5. If I get COVID-19, will my quarantine time come out of my sick leave?**

Please refer to the [Emergency Paid Sick Leave](#) reference guide. These provisions have been extended through September 30, 2021. If you have exhausted the Emergency Paid Sick Leave, contact the Human Resources Department ([Benefits@jjay.cuny.edu](mailto:Benefits@jjay.cuny.edu))—you may be eligible for additional paid leave due to COVID-19 under the New York State COVID-19 Paid Sick Leave Law.

*[This answer was last updated on June 17, 2021.]*

**6. Are there resources to assist employees with addressing anxiety?**

Yes. We recognize the impact of COVID-19 on emotional and mental health. Faculty, staff, and their family members are encouraged to contact CCA, our Employee Assistance Plan Provider, directly. They are available by phone 24 hours a day, seven days a week at (800) 833-8707 or by logging in to the CUNY Employee Assistance Plan website presented by CCA [www.myccaonline.com](http://www.myccaonline.com). The Company Code is "cuny".

CCA provides telehealth options and other resources for those adjusting to remote working or those experiencing anxiety related to COVID-19.

*[This answer was last updated on September 27, 2021.]*

## Faculty Instructional Questions

**1. Can I change the in-person meeting schedule throughout the semester?**

No. Class meeting schedules are published at the time of registration and must be maintained throughout the semester as published.

*[This answer was last updated on June 17, 2021.]*

**2. Can I teach without a mask on?**

Yes, in a classroom, if a fully vaccinated professor is teaching a class and keeps social

distance from everyone else in the class, he or she may choose not to wear a mask.

Note that other options are available for faculty with concerns about being heard or understood while wearing a mask. You can request a microphone by contacting DoIT ([helpdesk@jjay.cuny.edu](mailto:helpdesk@jjay.cuny.edu)). If a student needs to read your lips, the College will make see-through masks available.

*[This answer was last updated on September 27, 2021.]*

**3. What do I do if a student refuses to wear a mask?**

Masks are required under CUNY policy; therefore you can ask the student to leave the classroom.

*[This answer was last updated on Aug. 19, 2021.]*

**4. What do I do if a student wants to eat during class?**

As is always the case, there should be no eating or drinking in classrooms.

*[This answer was last updated on June 17, 2021.]*

**5. How can we engage in small group work safely in classes?**

It is a good idea to think early about appropriate adjustments to your pedagogy in light of constraints. For instance, small group work could be arranged online. Ensure students maintain mask-wearing if small group work is being done in a classroom.

*[This answer was last updated on June 17, 2021.]*

**6. Will we be using classrooms that are only accessible via elevator?**

It will depend on classroom demand during a given class period. Faculty requiring accommodations should contact the Human Resources Department (Keisha Pottinger-Moore at [kpottingermoore@jjay.cuny.edu](mailto:kpottingermoore@jjay.cuny.edu)) to make a request in advance, as usual.

*[This answer was last updated on June 17, 2021.]*

## Contact Tracing

**1. If I test positive for COVID-19, what should I do?**

If your positive test result was within three days of your last visit to campus, please report your test result to our Campus COVID-19 liaisons Malaine Clarke ([maclarke@jjay.cuny.edu](mailto:maclarke@jjay.cuny.edu)) and Diego Redondo ([dredondo@jjay.cuny.edu](mailto:dredondo@jjay.cuny.edu)). This will help us conduct contract tracing to keep others safe.

Do not come to campus. Any person confirmed with COVID-19 must stay home (isolate) and follow the instructions from the Campus COVID-19 liaisons about a safe return to campus.

Faculty and staff will not be penalized for your time away due to COVID-19 (refer to “Faculty and Staff Questions” section Q/A #5 “*If I get COVID-19, will my quarantine time come out of my sick leave?*”). You should contact your supervisor or your instructors to ensure they are aware and proper arrangements are made.

*[This answer was last updated on Aug. 3, 2021.]*

**2. If I am exposed to someone who has COVID-19 while on campus, will I be notified?**

If someone reports that they have tested positive for COVID-19, we will work with that person and use campus resources to determine who has come in close contact with that person and notify those contacts. (Please note that we will protect the person's privacy to the extent possible. It is normally not necessary to reveal a person's identity in order to notify their close contacts.)

*[This answer was last updated on Aug. 3, 2021.]*

**3. If I become sick while on campus, what should I do?**

First, notify our Campus COVID-19 liaisons Malaine Clarke ([maclarke@jjay.cuny.edu](mailto:maclarke@jjay.cuny.edu)) and Diego Redondo ([dredondo@jjay.cuny.edu](mailto:dredondo@jjay.cuny.edu)). They will let you know what to do next (which may be to go home, may be to get tested while on campus, or may be something else).

Employees should also notify their supervisor.

*[This answer was last updated on June 17, 2021.]*

## Other Questions

**1. Can campus reclose?**

Yes. We are committed to keeping our community safe and will continually be monitoring the situation on the ground along with the latest public health and government guidelines. While we are planning for an in-person Fall 2021 semester, and do not expect to reclose, we are prepared to do so if the health and safety of our community requires it.

*[This answer was last updated on June 17, 2021.]*

**2. Who is responsible for my internet service at home?**

You are responsible for your own internet service at home. If there is a financial hardship or other factors that prevent you from having reliable internet service, free hotspots are available by contacting the DoIT helpdesk ([helpdesk@jjay.cuny.edu](mailto:helpdesk@jjay.cuny.edu)).

*[This answer was last updated on June 17, 2021.]*